



Pitney Meadows Community Farm

Position Available:

Seasonal Program & Production Assistant

Background:

Pitney Meadows Community Farm is a 166-acre working community farm located in the heart of Saratoga Springs, NY. It includes a 15 acre mixed vegetable, herb and flower farm with 2 greenhouses, a community garden and children's greenhouse including a planned 2022 learning garden. The Farm offers a broad array of educational and recreational opportunities to engage with the land and our community, and champions healthy food production and access.

Position Description:

This position will report primarily to the Education Director, and also support Farm Manager and Community Garden Director as the seasonally-dependent workload requires. As a cross-organizational position, the Program Assistant will support the successful delivery of a suite of programs for the community by providing formal educational support in programs such as CSA Orientation and Guided Pick-Your-Own Harvests, as well as youth and other community programs. In addition to formal programs, this position will participate in farm vegetable production and sales operations to support the efforts of our food programs including the CSA, farm store and donation programs.

Responsibilities:

Program Development and Execution: Ensuring the successful delivery of a suite of programs for the community

- Assist the Education Director with the design, development and implementation of related programs (i.e. harvest cooking club, children's garden club, floral arts programs, guided harvest, farm workshops).
- Report to Education Director and as needed, to the Farm Manager & Community Garden Director to support cross-organizational programs with seasonal activities and projects
- Set up, facilitate and breakdown educational programs
- Represent Pitney Meadows Community Farm in programs and engage with a diverse audience, including different demographic groups of children, adults, seniors and family groups
- Support food production and garden programming with physical tasks including: greenhouse work and propagation, weeding, planting, and crop fertility and pest management activities.

Program Administration: Ensuring the timely and accurate preparation of information and data necessary to deliver successful programs

- Maintain accurate participant and program records

- Submit requests for program materials in a timely manner
- Assist the Education Director with marketing and communications in collaboration with Communications and Marketing assistant, including program registration and participant confirmation
- Collect program evaluation data and support Education Director in the creation of seasonal summaries and grant related information as requested

Program Facilities, Equipment, and Safety: Ensuring that the physical resources are in place to provide safe and successful programs

- Follow all Pitney Meadows safety protocols; identify and correct any safety issues
- Organize and maintain program related equipment and materials, including live plants and other living specimen (worms, insects)
- Follow Pitney Meadows Community Farm's Food Safety Plan

Requirements:

- An undergraduate degree in an applicable major or equivalent experience. Environmental science or education experience and/or coursework is desired.
- Experience working with a diverse range of learners in an outdoor educational setting
- Excellent interpersonal and written communication skills
- Ability to work well with a diverse team of people, including staff, community members and volunteers, in addition to the ability to work independently.
- Willingness to work outdoors in all weather conditions
- Willingness to complete First Aid & CPR certification training
- Ability to lift up to 50 lbs and stand on feet for long periods of time
- Proficiency in basic computer applications, including familiarity with Google Workspace and Canva
 - Work Tuesday - Saturday schedule with occasional evening hours, according to the program & events calendar
- Understanding of and enthusiasm for Pitney Meadows Community Farm's mission
- Available to work mid-March through October/early November.
- Willingness to work a weekly schedule of Tuesday-Saturday

Compensation & Benefits:

- Position starts at \$15 an hour
- CSA Share
- Access to all educational program and opportunities

How to Apply:

Please send a cover letter, resume and two references to jobs@pitneymeadows.org.

Pitney Meadows Community Farm (PMCF) maintains a policy of non-discrimination with all employees and applicants for employment. All aspects of employment are based on merit, competence, and qualifications. It is the policy of PMCF in recruiting, hiring, training, and promoting employees to select the best qualified individuals without regard to age, race, color, national origin, marital status, gender (including gender identity and transgender), religion, sexual orientation, military status, genetic information, disability, domestic violence victim status, familial status or any other characteristic protected by law.