



*We are working to increase access to fresh, healthy food for the most vulnerable by building and maintaining gardens directly in neighborhoods where we teach people to plant, grow, and harvest their own food.*

**Position Title:** Garden Manager

**Compensation:** \$50,000- \$65,000, Full-time (40 hours per week) and exempt.

Salary will be based on experience. Produce will be available for personal consumption. The Soulful Seeds Board of Directors is interested in retaining the right individual for a long-term commitment.

### **Garden Manager Position Summary**

The Garden Manager will develop and manage all aspects of the Soulful Seeds' production fields including organically growing vegetables, fruits, and herbs; managing garden assistants, interns, apprentices, and working with volunteers; and speaking to public groups that frequent the gardens for educational days.

### **Job Duties and Responsibilities**

The Garden Manager reports to the Executive Director. This position requires a strong, practical knowledge of agricultural skills and farm management, and a passionate commitment to providing healthy foods to advance food justice. The manager has primary responsibility for the planning, coordination and implementation of all work and activities at multiple garden sites. A summary of the position's key responsibilities is below.

- Supervision of garden assistants, interns, apprentices, and volunteers (patiently and respectfully).
- Coordination with Soulful Seeds staff and its advisory team including monthly board reports.
- Produce annual field and orchard plans.
- Maintain NGF's standards of production to ensure the highest quality produce.
- Maintain garden infrastructure and landscape with the help of interns and volunteers.
- Cooperate with community partners.
- Seed ordering and material acquisition.
- Planning and implementation of weekly planting schedule.
- Insect and weed control, fertility monitoring, and general field observation

- Cultivation activities.
- Infrastructure and equipment planning, development, and maintenance.
- Irrigation planning and implementation.
- Soil building program including composting.
- Plan weekly harvest schedule, harvest, and coordination with program coordinator to ensure consistent and timely deliveries to community partners.
- Assist with marketing and outreach efforts of Soulful Seeds.
- Participate in planning for long-term farm development.
- Strong coordination with program coordinator on in-garden program implementation and facilitation.
- Manage arborist apprenticeship program.
- Some evening or special event hours may be required.
- Other duties as assigned.

### **Qualifications**

- Experience working in a team environment with proven leadership skills
- Demonstrated ability to work independently
- Demonstrated good organizational and record keeping skills
- Minimum two years' experience of full-season management
- Demonstrated farm planning experience and working knowledge of farm infrastructure
- Experience working with farm machinery
- Basic carpentry skills
- Interest in working with community groups of varied experiences and abilities
- Strong communication skills
- Comfortable driving delivery vehicles and operating farm equipment
- Good interpersonal skills
- Able to work in the field and outdoor classroom, including hard repetitive physical work
- ISA certified preferred
- Current driver's license and a clean driving record
- Ability to repeatedly lift 50 pounds

### **Working Conditions**

This is a hybrid position consisting of mostly on-site garden management and a hybrid work from home desk/computer setting. Most garden work related to this position is performed outdoors in a team setting.

**To apply**, please send a resume (cover letter optional) to [hello@soulfulseedsnevada.org](mailto:hello@soulfulseedsnevada.org)