

Cultivate Charlottesville
June 2023

SEEKING APPLICANTS. APPLICATIONS ACCEPTED ON ROLLING BASIS.

Title: **Operations Manager, Urban Agriculture Collective**

Scope of Work: Cultivate Charlottesville is seeking applications for **Operations Manager** position as part of our Urban Agriculture Collective Program. The **Operations Manager** is primarily responsible for bringing the community together to grow and distribute fresh fruits and vegetables from the UAC gardens and community orchard to build food equity in Charlottesville. The Cultivate Charlottesville team recognizes the impact of systemic racism, individual bias, and white supremacy has on the Charlottesville community and all team members work to recognize, respond and dismantle inequities in the work we do.

Position Description

The **Operations Manager** core functions include:

1. Bring Community together to grow and distribute fresh fruits and vegetables from the UAC gardens and community orchard to build food equity in Charlottesville.

a. Urban Farm Planning

- Develops a weekly work schedule in collaboration with the Program Director.
- Assists with planning crop rotations, creating a production calendar, and preparing seed orders.
- Works with the Program Director to ensure timely purchase of needed supplies and equipment. Compile resources developed over the past two years of the Food Equity Initiative. Integrate current and new partners to build on the robust collaborative planning and work to date.

b. Urban Farm Management

- Works in partnership with the Program Director and farm team to implement all phases of food production and distribution in a timely manner and to the best of the team's abilities.
- Mentors and teaches Interns, assessing their skill level and engaging them in all aspects of production and distribution appropriate with their aptitudes and abilities.
- Ensures the successful completion of tasks including: Seedling care, Field preparation and tillage, Equipment maintenance, Direct seeding, Transplanting, Irrigation system use and maintenance, Trellis construction and maintenance, Cultivation and weed management,



Mulching, Sowing and managing cover crops, Monitoring plant health, Crop residue management, Harvesting and preparing crops for distribution and all other farm management activities.

- Works with Farm & Foodroots Program Director to address pest problems, crop failure to thrive, remediation strategies, and to make alternate plans as needed.

2. Communications and Relationship Building with Community Members and Partners

- a. Actively engage with UACC program partners including community outreach, coordinating volunteer workdays, working with Food Justice Interns & Community Advocates.
- b. Participate in community events to build relationships, increase equity and enhance program goals.
- c. Consistent community outreach to ensure that community members are invited to engage.

3. Strengthen Organizational Goals and Values

- a. Contribute as part of the Cultivate Charlottesville team with organizational activities such as community events, social media and community outreach, evaluation tracking, lesson design, etc.
- b. Engage in a robust culture of inquiry where critical thinking, self-reflection and ideas on effectiveness, improvements, and building equity are welcome.
- c. Work to transform racial inequities in all aspects of your work with strategic and intentional action.
- d. Cultivate health and environmental sustainability in all program strategy and implementation.
- e. Each staff is also responsible for collecting and submitting evaluation data.

All Cultivate staff are responsible to uphold values and practices that support reaching our mission with integrity and which utilize our core organizational strategies including: Engage and educate youth in nature through garden based experiences; Grow and share food to enhance access, connectivity and health; Collaborate with partners and community; Dismantle racial inequities and actively build equity; Amplify community power, leadership and action; Mobilize with partners for policy change; Cultivate sustainability, equity, capacity, and leadership.

Organizational Structure

Supervisory Structure: The **Operations Manager** will report directly to the UAC Program Director and will work closely with the UAC Farm Manager.

Project Hours: The **Operations Manager** is an exempt salaried position at 100%FTE (35-45 hours/week). Hours are typically during the school/work day with occasional meetings on evenings or weekends.

Compensation: The **Operations Manager** compensation range is \$42,400 - \$47,641 Full Time Equivalent (FTE) with a generous leave policy and robust benefits including health, dental, vision, life insurance, and an IRA savings match program. New staff typically start at the beginning of the range.

TO APPLY

The **Operations Manager** requires multiple skill sets including a high level of organization and engagement, innovation and initiative, passion for engaging youth, flexibility and commitment to the Cultivate vision and values. The preferred candidate will have:

- A minimum bachelor's degree or at least 3 years experience in a related field (food justice, urban agriculture, community food systems, public health).
- Excellent research, communication and organization skills, ability to manage multiple projects and priorities with flexibility and alignment to our mission.
- Experience working in diverse communities with a clear understanding of multi-cultural contexts and racial equity practices, with a specific preference for experience in Charlottesville's neighborhoods.
- Computer competence including MS Office Software (specifically Word and Excel), design and online tools.
- Value the self-determination of community members to address issues around food equity.
- Transportation and a good driving record.

Candidates that have racial equity analysis skills, anti-racism backgrounds, or are members of Black, Indigenous, LatinX, LGBTQI and other historically marginalized communities, as well as long-time Charlottesville residents, are strongly encouraged to apply.

To apply, please submit a resume, cover letter and contacts for two references to Katrina Beitz at katrina@cultivatecharlottesville.org. Include 'Operations Manager' in the subject line. In the cover letter, please address: How your experience is relevant to the **Operations Manager**; What interests you about working with Cultivate Charlottesville; and, Familiarity with Charlottesville in the context of racial equity. If you have the software, please bundle your cover letter, resume, and references into one PDF.

Organizational Descriptions

Launched in 2010, Cultivate Charlottesville aims to create a healthy and equitable future – personally, in community, and across systems and structures. We do this through nine City Schoolyard Gardens and garden programming at Charlottesville City Schools and neighborhoods; the Urban Agriculture



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Collective farming and community markets; and the Food Justice Network advocacy and collaboration. **We believe that working together to grow gardens, share food and power, and advocate for just systems - cultivates a healthy community for all.** *Core Values: Self-Determination, Partnership, Environmental Justice, Community, Respect, Discovery, Equity – Racial, Social & Economic, Inclusiveness, Collaboration, Humility, Compassion, Health and Wellness.*



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