



## AGRICULTURAL TECHNICAL ASSISTANCE MANAGER (PART-TIME)

Hours: Half-time (20-25 hours/week, flexible scheduling)

Location: **Fowler Clark Epstein Farm**, Mattapan (mostly in-person with some remote work)

Application Deadline: **ASAP**

Compensation: \$35-40/hour depending on experience, plus part-time-equivalent vacation benefits

**Boston Farms Community Land Trust** is seeking a proactive problem solver with exceptional communication skills and meticulous attention for details passionate about administration to be a supportive force who empowers our organization to thrive in the development and stewardship of urban farmsites in Mattapan, Dorchester, and Roxbury.

### RESPONSIBILITIES

#### *Farmer Selection & Support*

- Recruit applicants to lease farm sites, oversee selection and leasing, manage ongoing lessor-lessee relations including revenue collection
- Develop and coordinate technical assistance, education, and other supportive programming to promote the success of lessee farmers

#### *Land Stewardship*

- Ensure that all Boston Farms properties are managed with organic and regenerative agricultural practices
- Manage shared greenhouse operations, ensuring the health and safety of plants
- Launch, maintain, and co-design farm demonstration site
- Manage contractors to conduct site maintenance (e.g. snow removal, fence repairs, perimeter weeding), including cost estimating, vendor bidding and oversight, and lessee billings
- Open and close sites at the start & end of the season, and ensure sites are visually appealing
- Manage recurring bills and expenses (e.g. water, electricity, property taxes)
- Maintain property insurance and ensure sites meet safety and liability standards
- Coordinate site capital improvements (e.g. fencing, drainage systems) as needed
- Administrative work as necessary (e.g. maintenance of detailed financial and communication records)

### REQUIREMENTS

- 5+ years of experience in agricultural management, horticultural management, or land preservation
- Hands-on experience with crop production and planning, marketing, financial management, farm infrastructure management, and business planning. Experience with livestock and apiary management is a plus but not required.
- Strong teaching/facilitation, organization, communication, and community relations
- Ability to work all types of weather conditions
- Comfort with Google Docs, Microsoft Word/Excel, or equivalent platforms
- Access to reliable private transportation is necessary

Preferences: Basic carpentry, plumbing, painting, and landscaping with an eye for quality outcomes and attention to detail, willingness and ability to work a flexible schedule; resides close to our [farmsites](#)

*Key Characteristics: driven, self-directed, eager to learn, personable, attentive to detail, flexible, ability to lead and work under pressure, strong leadership, diplomacy, mentoring/coaching skills*

To Apply: Please be sure to read this posting thoroughly. If interested, please email your cover letter and resume to [jobs@bostonfarms](mailto:jobs@bostonfarms), with the subject line 'Agricultural Technical Assistance Manager Application'. We welcome diverse candidates and residents of our neighborhoods of Mattapan, Dorchester, and Roxbury.