

Program Manager

Part-time, Regular

Reports to: Big Muddy Urban Farm Board of Directors



Overview

As the Aspiring Farmer Residency Program Manager, you'll have an important role in the culture, community life, and educational development of our 9-month, live-in urban agriculture residency program. You'll be responsible for program management and development, facilities and infrastructure maintenance, and serve as the primary spokesperson for the program. The successful candidate will have experience in urban agriculture, educational settings, and community engagement. We prefer the program manager to live on-site with personal housing coverage as a benefit of the position, while alternative options can be considered.

Qualifications

- excellent leadership, communication, team-building, and problem-solving skills
- will consider an equivalent combination of education and related work experience; nonprofit, farm management experience preferred
- comfortable with project management, data entry, and maintaining farm facilities and equipment
- commitment to integrative educational programming that reaches many audiences
- ability to give guidance to people with varying skill levels in urban agriculture
- ability to have a flexible work schedule, including occasional evenings and weekends

Responsibilities

- lead the recruitment, selection, and orientation process of the Aspiring Farmer Residency
- facilitate residency learning, training, and community experience including scheduling farm tasks, coordinating guest instructors and food systems field trips, and working with a community partner that facilitates additional educational and farm mentorship opportunities for residents
- perform program administration and management tasks including preparing meeting agendas, follow-up materials, and forms
- build relationships and partnerships with multiple stakeholders including residents, board members, community organizations, property owners, and neighbors
- oversee and manage the maintenance of farm facilities and infrastructure including coordination of farm properties and equipment, program data and evaluations, crop plans, harvest log, planting schedule, growth tracking, and soil nutrient management

Benefits

- \$22,000 to \$25,000 salary commensurate with experience
- personal housing with utilities and internet coverage
- job training and mentoring opportunities provided
- paid holidays, vacation & personal accrual time over tenure
- a Health Reimbursement Arrangement (HRA) plan
- access and use of Big Muddy garage workshop space when available
- supportive personal and professional development environment

Applications

For immediate consideration, please submit your resume and contact information for three references to board@bigmuddyurbanfarm.org with “Program Manager” in the subject line.

Big Muddy Urban Farm is committed to a community of excellence, equity, and diversity and welcomes applications from women, black and indigenous people, people of color, persons with disabilities, LGBTQIA+ people, and candidates who will contribute to the diversification and enrichment of ideas and perspectives.

About Big Muddy Urban Farm

Big Muddy Urban Farm is a 501(c)3 nonprofit with a mission to make sustainable agriculture education accessible to all. The farm sprouted out of grassroots community organizing in 2012 when a group of beginning urban farmers cultivated food and skills on multiple vacant lots in Northeast Omaha during the harshest drought since 1956. The inception of the organization centered around 1) improving access to fresh, wholesome food sources, 2) appreciating the land of vacant lots and spaces in older neighborhoods, and 3) sharing growing skills and resources in a community setting. Born out of drought conditions, the organization has grown over the past 10 years with the spirit of resiliency, teamwork, and adaptability to steward resources toward opportunities in land, education, and food access. The farm's current facilities consists of five growing lots, a three house residential campus, and a large workshop garage in the Gifford Park Neighborhood and recently includes the sponsorship of the New American Urban Farmer program at Omaha Home for Boys Cooper Farm. Big Muddy Urban Farm implements transformative educational programs consisting of a 9-month Aspiring Farmer Residency, weekly food assistance program, a seasonal cooperative New American Urban Farm program, farm tours for community groups and supports a 16-week Youth Garden program.