

Bailey Urban Farm and Greenhouse Assistant Manager
Job Description
Spring-Fall 2019

We are looking for two dynamic and curious individuals to assist with the management of the Bailey Urban Farm and Greenhouse (BUFGH) for Spring, Summer and Fall of 2019! Grow food for the MSU community and learn management skills for running a small-scale sustainable agriculture business!

Farm Work

Work collaboratively with other managers to learn organic growing methods and systems as well as sales and delivery protocols including:

- Field/bed prepping, planting/seeding, weeding, harvesting, pruning, greenhouse maintenance, and other assorted farm work tasks
- Pest and disease management, including organic pesticide application when necessary
- Harvest and delivery of produce to campus dining and other markets

Management Responsibilities

- Execute crop plan for summer and work with RISE staff to develop plan for fall and winter, including planting and sales plans as well as seed orders
- Coordinate volunteers, holding regular volunteer hours for the RISE community
- Work with RISE staff to facilitate farm-related co-curricular activities

Administrative Responsibilities

- Keep records for organic certification and prepare materials for annual organic inspection
- Process transactions and track revenues and expenses using Microsoft Excel
- Manage and post on BGHUF social media accounts

Physical Requirements

- Must be able to lift 40 pounds
- Must be willing to work outdoors in adverse conditions

Farming and gardening experience preferred but not required. Must be available to work weekends and have transportation.

Please provide a short (less than 500 word) cover letter describing your interest in the position as well as any experience you have. Please include the phone number and e-mail address for two references who can speak to your workstyle and work ethic (no family or friends, please).

Position begins March 2019, ~5 hours/week with increase to 30-40 hours/week in summer. Assistant Managers will be evaluated for promotion to Manager status for the fall semester.