



Job Title: Farm Coordinator
Salary Range: \$31,000 - \$37,000 (30 hours/week)
Location: Williamson Preserve, Wake County
Reports to: Land Stewardship Manager East
Application Deadline: 8/24/2021

About TLC:

Triangle Land Conservancy (TLC) is an accredited and well-respected land trust, having protected almost 21,000 acres in the rapidly growing Triangle region of North Carolina. Since 1983, TLC has conserved land to safeguard drinking water, to support family farms and the local food economy, to protect important natural habitat, and to connect people with nature. TLC is currently headquartered in vibrant downtown Durham with a farm office at our Williamson preserve in eastern Wake County. This is an exciting time to work at TLC as we have successfully doubled the pace of conservation in the Triangle while also building and maintaining 44 miles of trails, and increasing membership.

TLC seeks to attract the candidates who support the mission of TLC and who respect and promote excellence through diversity. TLC is committed to equal opportunity and follows recruitment and selection practices that comply with all applicable employment laws. To this end, TLC recruits, hires, trains and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. www.triangleland.org

Job Description: The Farm Coordinator is a three-quarter time position and is responsible for coordinating the farming operations and farmers at the Bailey and Sarah Williamson Preserve in eastern Wake County. The Farm Coordinator manages and recruits farm partners to the site and works to implement the agricultural concept plan. Duties will primarily be outdoors with office space onsite and will include working to improve the infrastructure, assist in coordinating the master plan, support TLC's NextGen program and promote the principles of sustainable and regenerative agriculture.

This position reports to the Land Stewardship Manager East, but will work collaboratively with the Director of Land Protection and Stewardship East, and the Associate Director of Stewardship to implement the vision for the Williamson Preserve, see <https://www.triangleland.org/explore/nature-preserves/williamson-preserve> for more information about the preserve.

Essential Duties Include:

Program

The Farm Coordinator primary responsibilities include:

1. Provide oversight and coordination of the farmers on site at the Preserve.
2. Ensure implementation of and compliance with the guiding principles and goals of the Agricultural Concept Plan.
3. Assist organizations, partners, and NextGen farmers with land management and production based needs at the farm.
4. Implement the Beginning Farmer & Rancher Program, in partnership with the Center for Environmental Farming Systems (CEFS).
5. Oversee farm agreements and recruit new farmers to the site.

6. Assist in drafting, communicating, and enforcing new policies and procedures as needed to address farm management and safety issues.
7. Provide budget oversight and maintain good record keeping of tracked expenses.
8. Ensure compliance with standard operating procedures developed for farm equipment and facilities to prevent unauthorized use of or access to farm equipment and facilities.
9. Assist with on-farm, production based learning opportunities.
10. Coordinate and lead farm workdays, volunteer events, and farm related tours and classes.
11. Coordinate with the Land Stewardship Manager East on the Farm Budget
12. Work with the AmeriCorps Member assigned to Williamson Preserve and work with Advancement on the Knightdale High School Internship program.
13. Communicate with all relevant TLC staff on farm programs including blog posts, videos, social media posts, photos, email communication, and website content.
14. Represent TLC on relevant agricultural boards, programs, and events.
15. Support Diversity, Equity, and Inclusion efforts such as the “Good Ground Initiative” as it relates to the Williamson Preserve and other objectives of the organization.

Training and Technical Assistance

1. Provide orientation, training, technical support, and coordination for regenerative agriculture and best management practices to NextGen farmers:
2. Support the Land Stewardship Manager East in the management of the non-production areas of the farm
3. Coordinate with contractors and infrastructure installation and site prep for farmers on the site
4. Support the Land Stewardship Manager East in use and maintenance of tractors and farm tools
5. Support and train farmers on the proper use of farm equipment and infrastructure.
6. Help coordinate volunteer activities related to agriculture on the preserve and support experiential learning activities with local community organizations.
7. Respond to the needs of farmers and other authorized users of the farm.
8. Support training for Good Agricultural Practices (GAPs) in the production, harvest, and handling of crops, and apply GAP certification principles to overall management of the farm.
9. Support the development of farm training programs by partner organizations on site

Qualifications:

- Knowledge of sustainable agricultural practices for water quality, regenerative soil, and biodiversity.
- Background in land stewardship and management, agriculture and conservation.
- Two or more years of experience in sustainable farming operations.
- Aptitude for developing work plans and meeting project deadlines with an entrepreneurial spirit.
- Ability to effectively handle multiple projects simultaneously, set priorities, and to work comfortably in a fast-paced, deadline driven environment.
- Ability to work well within a team and with individuals, both internal and external, from diverse backgrounds.
- Experience working with and leading volunteers.
- Experience leading agricultural or environmental education preferred.
- Familiarity with the National Organic Program and GAP regulations.

- Experience with greenhouse and high tunnel production and operating and maintaining tractors, irrigation systems and other farm tools and equipment.
- Chainsaw and tractor operation experience.
- Ability to trouble-shoot issues with small engines and power tools.
- Excellent verbal and written communication skills.

Desired Attributes, Expectations, Technical Skills and Competencies

- Knowledge of agricultural practices, including regenerative and sustainable agricultural strategies.
- Experience managing volunteers.
- Experience with land conservation, land trusts, or similar conservation organizations or equivalent.
- Excellent organizational skills.
- Ability to work outside throughout the year in all types of weather conditions.
- A background in natural sciences (botany, agriculture, ecology, conservation biology) with knowledge of North Carolina native plants and wildlife.
- Ability to develop resource inventories and to assess the condition of the land.
- Demonstrate attention to detail and deadlines as well as the ability to be flexible.
- Show initiative and strategic thinking.
- Successful management of projects from start to finish and ability to evaluate and improve along the way.
- Maintain a high level of professional conduct when faced with challenging or difficult situations with both partners and colleagues.
- Contribute to a supportive and collegial work environment and maintain a good sense of humor.
- Work both independently and as part of a team.

Benefits: This is a three-quarter time permanent (30 hours weekly) and exempt position with excellent benefits; including employer paid health, dental and vision insurance, short-term and long-term disability with generous paid time off and holiday observances. The position has the potential for 40 hours weekly if desired by the candidate

How to apply: Applicants should submit 1) cover letter including where you saw the posting, 2) maximum 2-page resume, and 3) three references as a single pdf by e-mail to: hr@triangleland.org. Please note that TLC does not have an Applicant Tracking System and therefore applications are processed manually. All applicants shall receive a confirmation email and **if** you are selected for a first interview HR will contact you. References will not be contacted without notifying you first. *Please no phone calls, drop-ins, paper submissions or status updates.*

Triangle Land Conservancy is an equal opportunity employer and does not discriminate on the basis of race, gender, age, disability, sexual orientation, color, creed, marital status, national origin or veteran status.