



FRESHFARM

nourishing our food future

FARM STAND PROGRAM MANAGER (*Temporary; Washington, DC*)

Updated: March 2024

WHO WE ARE: FRESHFARM builds a more equitable, vibrant, sustainable, & resilient food future for the region by producing innovative solutions in partnership with local communities & organizations in the DC area. We create food access, economic development, & community building through hands-on education, farmers markets, & distribution programs.

Our Farm Stand Program consists of a network of seven school- & community-based Farm Stands:

- **School Farm Stand:** Our two school-based Farm Stands are small outdoor markets co-located with the FoodPrints program at DCPS; they are points of access for fresh produce for local communities. This initiative was launched in May 2023 & is in active development as a key objective in our 2023-2028 strategic plan to grow school food hubs at Food Prints partner schools.
- **Community Farm Stands:** Our five community-based Farm Stands are an established program that serves food insecure populations in the East of the River region of Washington, DC. The Farm Stand model was developed in 2017 & launched in Ward 7; in recent years, FRESHFARM has partnered with local organizations to bring Farm Stands to Ward 8.

WHO YOU ARE:

- Passionate about local food systems & promoting access to fresh produce in high-need communities
- Have at least one year of experience in a leadership or people or program management role; able to manage multiple staff members with a high degree of responsibility
- Able to work with a high degree of autonomy in a fast-paced & dynamic setting
- A creative & flexible problem solver, with an ability to productively & proactively address conflict
- Experienced in community organizing and/or collaborating with low-income, low-access populations, particularly in Washington, DC

WHAT YOU'LL DO:

The Farm Stand Program Manager will be responsible for the operation, staffing, programming, & administration of all farm stands. This consists of:

- Supervising 10-12 seasonal staff members (each working 8 to 16 hours a week for the program);
- Managing the promotion (signage, marketing, print materials), infrastructure (equipment, supplies, POS storefront), & cash handling for the farm stands.
- Operating Farm Stands as needed; cover a weekly assigned shift & act as a substitute.
- Managing communication with site partners, identifying & building connections with stakeholders.
- Tracking & managing the ordering of product inventory, invoicing, & sales reporting.

THE PERKS:

- Help FRESHFARM shape the future growth of our Farm Stand Programs as we deepen our relationships and impact with our partner schools and communities East of the River.
- Join a dynamic & flexible workplace filled with coworkers passionate about supporting local communities of customers, farmers, & producers.
- Access an abundance of peak-season local foods!

THE DETAILS

- **Duration:** The Farm Stand Program Manager is a temporary position that ends 12/23/24; it will (1) provide coverage for Community Farm Stands while the Farm Stand Supervisor is on temporary

leave and (2) develop the model for School Farm Stands for future growth. This role has the potential to be extended in the future as a School Farm Stand Program Manager, pending available funding.

- **Compensation:** This is a full time, exempt position, with an annual salary of \$55,000-\$60,000.
- **Weekly Schedule:** This role will require some weekend, early morning, and evening hours, depending on farm stand and market schedules. This employee will typically work Monday through Friday during normal business hours, with the option of shifting their work schedule as needed.
- **Work Locations:** This role will be based at the FRESHFARM office and can work remotely with supervisor approval, depending on their preference. This employee will also be expected to work at:
 - [Minnesota Ave](#)
 - [Cesar Chavez](#)
 - [Kenilworth Rec Center](#)
 - [Anacostia Community Museum](#)
 - [THEARC](#)
 - [Simon Elementary](#)
 - [Whittier Elementary](#)
- **Benefits:** 1 week paid vacation; 1 week paid sick leave; paid holidays (8 hours each); eligible to enroll in 100% employer covered healthcare; generous employer coverage for vision and dental; employer paid short-term and long-term disability, life insurance, AD&D and an employee assistance program; eligible to contribute to 403b

PHYSICAL & OTHER REQUIREMENTS

- Ability to remain in a stationary position and/or move about the Farm Stand for up to 9 hours per workday & ability to work outdoors in all weather conditions, up to 9 hours per workday
- Primarily during market set up/break down:
 - Ability to regularly load 50-100 lbs onto & off of a cart or dolly, with/without an assistive device.
 - Ability to regularly push/move carts with equipment (~150-400 lbs), sometimes up to 650 ft.
 - Ability to set up market equipment, including putting up tents, tables, and market lights
- Access to personal smart phone required; \$25/month stipend provided
- If needed, access to a laptop, chromebook, or tablet with keyboard can be provided
- Access to a vehicle is a plus, but is not required, in order to reach Farm Stand locations, many of which have limited access by public transit

HOW TO APPLY:

- Submit resume & answers to a few questions via the application form: bit.ly/FS-Program-Manager
- Applications will be reviewed on a rolling basis, with the goal of a late April start date. We encourage you to apply as soon as possible!
- Candidates selected to move forward will be asked to complete a task to assess their skills and may be invited for an interview. Finalists will also be asked to provide two professional references.

EQUAL OPPORTUNITY EMPLOYMENT

FRESHFARM is an equal opportunity employer. We are committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. **We encourage members of traditionally underrepresented groups to apply, including people of color, LGBTQ+ people, veterans, and people with disabilities.** We do not discriminate, and will take affirmative action measures to prevent discrimination against any employee or job applicant on the basis of race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, creed, disability, or veteran status in the following areas: employment, recruitment, or advertisements for employment; compensation, termination, upgrading, and promotions; any other conditions of employment.