



Job Description

Position Title: Farm Outreach Assistant

Position Reports to: Farm Education and Outreach Coordinator

Employment Status: Part-time

FLSA Status: Non-Exempt

Organization Overview:

Grow Pittsburgh is an urban agriculture non-profit with a mission to teach people how to grow food and promote the benefits gardening brings to our neighborhoods. We believe access to locally-grown, chemical-free fruits and vegetables is a right, not a privilege. We envision the day when everyone in our city and region grows and eats fresh, local and healthy food.

Summary of Position:

Grow Pittsburgh is seeking an Farm Education and Outreach Assistant for the 2018 growing season. The assistant will split time between all our production sites: Braddock Farms, the Frick Greenhouse and Shiloh Farm. The assistant will aid the Farm Education and Outreach Coordinator with community outreach in Braddock and Homewood while assisting with marketing for the farm stands at Braddock Farms and Shiloh Farm. The assistant will also learn various aspects of urban vegetable production and sales.

Timeline and Schedule: April 2, 2018 to August 3, 2018, approximately 20 hours per week. Occasional weekend/ evening hours (staffing events, tabling, etc.) will be required.

Compensation: \$15/hr, 20 hrs/wk. Paid sick leave. Garden Resource Center usership

Responsibilities:

The assistant will spend the season working with the Farm Education and Outreach Coordinator, Farm Managers, Apprentices, engaging community members to positively connect to Grow Pittsburgh. Throughout the season, the assistant will split time between production sites as well as working in and around Greater Pittsburgh area communities. The assistant will be responsible for leading and executing a small-scale

vegetable seedling sale in Braddock, with support from the Farm Education and Outreach Coordinator and Apprentice team.

Additional responsibilities include:

- Assisting with volunteer and tour groups and creating promotional materials for the sites
- Assisting members of the Production team with various farm tasks as needed
- Acting as a farm site liaison and good representative for the organization
- Building familiarity with and comfort speaking about Grow Pittsburgh's various programs and initiatives
- Staffing farm stands as needed
- Creating promotion and outreach tools for Braddock to encourage residents to visit the farm and farm stand
- Documenting the growing season's work through video, photos, etc.

Preparing for Market:

- Harvesting, washing and packaging produce for sales through farm stands, CSA, Penn's Corner Farm Alliance, and direct restaurant sales
- Developing and distributing promotional materials to advertise weekly farm stands in the neighborhoods of North Point Breeze, Homewood and Braddock
- Assisting with staffing and selling produce and seedlings both at weekly farm stands and special events—special events include May Market at Phipps Conservatory and various others throughout the season
- Keeping detailed records using online resources & maintaining effective communication with Grow Pittsburgh site managers
- Interacting with the public on a regular basis

Community Outreach:

- Developing educational signage for the greenhouse and other production sites
- Working with the Farm Education and Outreach Coordinator to develop an outreach strategy for Braddock and Homewood
- Supporting and maintaining good relationships with visitors, partner organizations, GP staff and apprentices

Throughout the season the Assistant can expect to experience the following:

Production:

- Seeding, potting and transplanting herbs and vegetables in the greenhouse and gardens
- Farm bed preparation including weeding, cultivation, tilling and fertilization
- Direct seeding, transplanting, and succession techniques
- Crop maintenance including weeding, cultivating, mulching, irrigating, foliar feeding, and side dressing
- Utilizing cover crops, compost, mulch and organic amendments to improve soil fertility

- Identifying pests and diseases and controlling them using organic methods

Requirements:

Applicants should have a strong interest in sustainable and organic agriculture, vegetable gardening, and urban farming. Previous growing experience is not required. Prior experience with marketing or education is preferred. Those interested should be self-motivated, punctual, and should enjoy working with people regularly. They should also possess a strong work ethic, the ability to follow instructions, follow through on details, and work efficiently. This position requires work in the greenhouse, outdoor gardens and in an office setting; therefore, candidates should be flexible and adaptable in their work environment. All work sites are open to the public, and the assistant should be willing to interact in a friendly manner with visitors on a daily basis.

To Apply: Interested applicants should email a cover letter and resume to Robert Grey, Farm Education and Outreach Coordinator at: jobs@growpittsburgh.org with “Farm Outreach Assistant” in the title or Applications can also be submitted via mail to: Grow Pittsburgh 6587 Hamilton Ave, #2W Pittsburgh, PA 15206.

Applications should be submitted no later than Wednesday, March 7, 2018.