

Distribution and Community Engagement Coordinator (75%) & Implementation Specialist, Perennial Crops Design (25%)

Primary Responsibilities: The Distribution & Community Engagement Coordinator is responsible for produce distribution and educational offerings at Canticle Farm, including retail market, CSA, farmers market, vegetable donation programs, workshops, and special events. These activities are centered at Canticle Farm North (3809 Old State Rd, Allegany, NY). The Distribution & Community Engagement Coordinator reports to the Executive Director of Canticle Farm.

The Implementation Specialist is responsible for overseeing the design and implementation of Canticle's new Community Food Forest, fruit, nut and berry crops, wildlife and riparian buffer plantings, native plant gardens, and pollinator gardens. These activities are centered at Canticle Farm North (3809 Old State Rd, Allegany, NY). The Implementation Specialist reports to the Executive Director of Canticle Farm.

Produce Distribution

- Maintain inventory of walk-in cooler and inventory of resale products
- Supervise on-farm market and distribution of CSA shares; maintain cash drawer; oversee closing.
- Arrange pickups of donated produce for Franciscan Food Pantry Program
- Support CSA shareholders with guidance, cooking ideas
- Attend Saturday markets in rotation with other staff

Office Management

- Direct phone calls and mail
- Maintain sales/distribution records
- Manage GrownBy sales platform
- Prepare checks for signature and work together with Executive Director to manage finances according to the organization's financial policy

Coordination of Educational Programs

- Prepare and present workshops on gardening and sustainable living skills
- Bring outside presenters to present workshops in their areas of expertise
- Develop educational partnerships
- Manage the farm's new Riverside Retreats program, maintaining the sites and welcoming guests

- Manage Community Garden in collaboration with the Children and Youth Educator; use designated beds for education programs

Property management

- Maintain the Canticle Farm North property, including water treatment system, mowing, and cleanliness and attractiveness of the market.
- Create and maintain pollinator and native plant gardens

Perennial crops design

- Plant, irrigate and maintain the farm's new trees and shrubs
- Work with Executive Director to move the Perennial Crop Design forward, in tandem with the Development Plan for Canticle Farm North

Staff and Volunteer Supervision

- Train and supervise volunteers and staff who assist with markets, workshops, work projects, and events

Collaborative Leadership

- Embody the mission of Canticle Farm to all staff, volunteers, customers and community members
- Communicate and work collaboratively with fellow leadership team and board