



Job Posting
**Manager, Juniper Gardens
Training Farm**

Position: Manager, Juniper Gardens Training Program
Reports to: Executive Director
FLSA Status: Exempt
Hours: Full-time, requires some evening and weekend hours.

Overview

The Program Manager will, in collaboration with Catholic Charities of NE Kansas, co-manage a 4-year farm business incubation program that works with refugees who come to the United States with agricultural skills and the desire to start and operate their own independent vegetable farming operation.

Essential Functions & Responsibilities

- Work with Cultivate KC and Catholic Charities to continuously improve, implement, and evaluate all aspects of the activities that happen at the Juniper Gardens Training Farm, including farm business development and community engagement;
- With the support of other staff, lead on wholesaling activities;
- Develop and manage program budgets, prepare board reports, and maintain program documents and record keeping systems; and
- Supervise the site manager, AmeriCorps member, and the farmer trainer.

Placement Criteria

- Minimum of 3 years of experience in agriculture and/or small business development or a suitable combination of education and relevant experience;
- Strong skills in communicating with diverse audiences, including refugee farmers, neighborhood residents, funders, community members as well as staff, board, and committee members.
- Experience with cross-cultural work required;
- Ability to prioritize workflow, organize diverse material and handle multiple priorities;
- Commitment to establishing long-term relationships with program participants involving mentorship and support; and
- Knowledge of common concepts, practices, and procedures within a non-profit organization.

Compensation

Competitive salary, stipend for health insurance, generous vacation and holiday schedule.

To apply

Interested applicants should send the following to info@cultivatekc.org. (Please specify "Program Manager- Juniper Gardens Training Farm" in the subject line):

- A cover letter describing your interest in Cultivate Kansas City, how you can add value to our team and our mission, and how your experience has prepared you for this role.
- Resume
- References will be requested