



RANCOCAS CREEK FARM

Bishop Farmstead ♦ 17 Pemberton Road ♦ Southampton, NJ 08088
Phone: 609-859-8860 ♦ Jeff@pinelandsalliance.org ♦ www.rancocas creekfarm.org

POSITION AVAILABLE

Assistant Farm Manager

September 23, 2024

Rancocas Creek Farm, a project of the Pinelands Preservation Alliance (PPA), a non-profit organization devoted to the preservation of the New Jersey Pinelands, seeks an individual with farm management experience to serve as Assistant Farm Manager. PPA engages in policy advocacy, constituency-building, natural lands stewardship, outdoor recreation (through its Pinelands Adventures initiative) and chemical-free farming (through Rancocas Creek Farm).

Rancocas Creek Farm is a chemical-free, regenerative, diversified farm on 72 acres in Southampton, New Jersey (adjacent to PPA headquarters). The Farm is completing its fifth growing season in 2024 and markets its produce, fruit, flowers, herbs and pastured pork through an on-farm CSA and sales to food businesses, as well as hosting gleaning events and donating food. We also connect with the community through farm and birding tours, farm to table dinners and similar events.

More information about PPA and the farm is available www.pinelandsalliance.org, www.pinelandsadventures.org, and www.rancocas creekfarm.org.

Job Description:

The Assistant Farm Manager (AFM) will be involved with all aspects of managing Rancocas Creek Farm. This is a unique opportunity for someone who has substantial farming experience to join the team in year 6 of our existence and help continue a sustainable course for the farm for the long-term. We are seeking someone with a diverse skill set, a strong work ethic, a desire to work with a wide variety of people and a passion for growing chemical-free food and healthy farm ecosystems. The workload on a farm like this varies greatly throughout the course of a farm season and will include:

- Planning seed orders, crop rotations, field plans and seeding schedules

- Operating and maintaining tractors and farm equipment. These implements and jobs will include mowing, discing, rotovating, making and spreading compost, fertilizing, forklift operation, seeding etc
- Training, managing and motivating farm Interns, part-timers and volunteers
- Managing harvests, plantings, wash and pack and food distributions
- Recording and managing field data including plantings, harvests, distributions, soil amendments etc
- Administering CSA shareholder correspondence – emails, phone calls, CSA posts and newsletters
- Assist with grant writing, reporting and compliance
- Helping to manage all areas of crop production from weed management, disease and insect monitors and controls, irrigation, cover cropping, mulching, pruning etc.
- Helping to create farm budgets, track income and expenses and work with PPA bookkeeper to document all necessary financial information
- Represent PPA and RCF during farm tours, speaking engagements, conferences, community meetings, schools etc.
- Work with partners and other farms to bring knowledge and resources to RCF and promote our farm and farming methods to others (i.e. Rutgers, NOFANJ, NRCS, NJCRAFT, NJ Audubon, Farm Bureau etc)
- Work with PPA staff to integrate RCF into PPA's larger mission in a variety of ways
- Help establish capital improvements on the farm – buildings and grounds, stormwater management areas, fencing, plantings, greenhouse construction, storage areas etc.
- Help procure, manage and sell products for our CSA distribution area
- Manage all RCF day-to-day operations when the farm manager is off-farm

The position requires a candidate with multiple years managing or helping to manage a working farm. Experience hiring and managing staff, producing crop plans, operating and maintaining farm equipment, overseeing crop planting, cultivation, harvest and distribution, and creating and carrying out financial plans are all necessary skill sets. The Assistant Farm Manager will work closely with the Farm Manager to divide responsibilities, create goals and expectations and identify areas where the Assistant Farm Manager would like to learn, grow and take on specific responsibilities.

During the growing season, the Assistant Farm Manger will have increased working hours per week at the farm. This will include some evening and weekend work to be scheduled with the Farm Manager and the farm team. Hours during the non-growing season will average 35-40 hours per week.

This position will also provide an opportunity for growth in responsibility and skills. The Assistant Farm Manager will work with the Farm Manager and PPA in refining and carrying out long-term plans for the farm's growth.

The start time for this position is flexible potentially ranging from Fall 2024 to January 2025

Annual salary starts at \$55,000 - \$60,000 / yr. Benefits include access to a health insurance plan, a retirement savings plan, life and disability insurance, and vacation and sick/personal days.

Interested candidates should send a resume, references and a letter of interest to Jeff Tober, Farm Manager, jeff@pinelandsalliance.org

Jeff Tober
Farm Manager
Rancocas Creek Farm
Pinelands Preservation Alliance
17 Pemberton Road
Southampton, NJ 08088
609 859 8860 x 130
jeff@pinelandsalliance.org
www.pinelandsalliance.org

