



GROW • EDUCATE • CONNECT

**Urban Farm Production Coordinator**  
**Crabtree Farms of Chattanooga**

January 2025

**Position:** Urban Farm Production Coordinator

**Terms:** Full-time, hourly, \$18.50/hour

**Reports to:** Director of Farm Programs

**Organization:**

As a nonprofit urban farm nestled in the heart of the beautiful Clifton Hills neighborhood, just outside downtown Chattanooga, Crabtree Farms has been a beacon of sustainable farming practices and community connection since 1998. Our mission is to expand access to locally grown food, provide farm-based educational opportunities, and cultivate community. We achieve this mission through:

**Growing Food:** Through employing sustainable practices, we cultivate produce for the greater Chattanooga area while ensuring respectful land stewardship.

**Supporting Local Producers:** We promote and sell products from other local farmers, artisans, and producers, fostering a vibrant local economy.

**Community Engagement:** Through free events, educational activities, potlucks, and classes, we create a space for around 3,500 community members annually to grow, learn and connect.

**Education:** Welcoming thousands of youth and adults to engage in farm and garden-based educational activities each year and providing experiential learning opportunities through the volunteer, workshare, and internship programs.

**Food & Land Access Initiatives:** The Crabtree Community Garden and the Mary Navarre Moore Emerging Farmer Mentorship programs which provide free land access and resources to historically underserved communities.

**Position Overview:**

The Urban Farm Production Coordinator is a key member of the Farm Programs team. This role is responsible for managing farm production and distribution, leading volunteers, workshares, and interns, and ensuring farm operations support community food access initiatives. The coordinator will also contribute to educational programming, field management, landscaping and oversee the preparation and distribution of farm-grown produce.

## **Key Responsibilities:**

**Farm Production Management:** Assist in setting production goals and managing farm operations, including crop planting, maintenance, landscaping and harvesting.

**Team Leadership:** Lead volunteers, workshares, and interns in farm tasks, ensuring a positive and educational experience. Provide guidance on growing techniques, greenhouse management, and field preparation.

**Food Distribution:** Oversee food distribution preparation for weekly markets, farm stands, donations, and wholesale accounts. Coordinate the delivery of fresh produce to community partners.

**Recordkeeping:** Maintain accurate records for crop production, distribution, and team activities. Provide monthly updates and progress reports.

**Crop Care:** Plan and oversee crop maintenance tasks such as weeding, planting, and pest control. Collaborate with the Farm Programs and Horticulture teams to ensure healthy soil and plant care.

**Collaboration:** Work closely with the Community Food Access Coordinator to offer learning opportunities for emerging farmers. Build relationships with chefs and wholesale customers to expand farm sales.

**Health & Safety:** Follow all health and safety guidelines for food production and handling. Ensure a clean and safe working environment.

**Social Media & Communication:** Contribute to social media by posting updates on crop availability and market information. Send weekly crop availability lists to the newsletter coordinator.

**Team Participation:** Attend weekly team meetings and support fundraising and community events as needed.

## **Qualifications:**

- Minimum of 3 years of farming or gardening experience, with a focus on organic practices, pest management, and sustainable farming techniques.
- Experience leading teams, including volunteers, interns, and workshares.
- Strong communication skills and the ability to work effectively with a diverse group of people.
- Physical ability to perform farm tasks, including lifting, bending, and working outdoors in various weather conditions.
- Strong organizational skills and the ability to manage multiple tasks efficiently.
- Experience with project management and a proactive, problem-solving attitude.
- Proficiency in Microsoft Office (Word, Excel) and willingness to learn new software.
- A passion for sustainable farming and Crabtree Farms' mission.
- Being bilingual in English and Spanish is a plus.

## **Work Environment:**

- Weekend work required with occasional evenings, some work on holidays may be required
- Ability to work outdoors in varying weather conditions and indoors for administrative tasks.
- Must attend weekly team meetings and participate in annual events.

## **Benefits:**

- Healthcare benefits at 50% cost match

- Access to fresh, seasonal produce
- Paid holidays and up to 10 days paid time off
- SIMPLE IRA with employer match

**To Apply:**

- Fill out the form on our website for the “Urban Farm Production Coordinator” position. You will need to upload a pdf of your Cover Letter & Resume.
- For any questions or if you encounter any issues, please email [director@crabtreefarms.org](mailto:director@crabtreefarms.org)

*Crabtree Farms is an Equal Opportunity Employer. The Company provides equal opportunity to all its employees and applicants for employment, ensures nondiscriminatory treatment in all aspects of personnel policy and procedure, and maintains compliance with applicable laws and regulations.*