



Job Posting
Program Coordinator, Applied Farmscape Ecology Program
Full-time

The Hudson Valley Farm Hub (HVFH) is a non-profit center for resilient agriculture located in Ulster County, New York. Founded in 2013, HVFH is dedicated to fostering an equitable and ecologically resilient food system in the Hudson Valley. We provide professional farmer training, host and conduct research, cultivate language justice, and support food access efforts in the region through food donations and innovative mission-aligned programming. We grow grains, cover crops, and vegetables with production taking place year-round across 1500 acres of farmland and a suite of greenhouses. A diverse, multi-lingual staff of 55 full-time employees serve in varied roles in areas of administration, farm operations, and programs. To find out more, visit <http://www.hvfarmhub.org>.

We are seeking a creative, collaborative, and organized individual to join our team in a new position as Program Coordinator to the Applied Farmscape Ecology Program. The ideal candidate is comfortable in both a field and office setting, holds a combination of agricultural and ecological experience or a willingness to learn, and has a strong interest in research and public engagement. In addition, they possess the ability to self-direct their work or work in a team and are committed to and excited about our values of equity, inclusion and ecological resilience. Because of the multi-lingual nature of our team, we have a preference for bilingual (Spanish-English) applicants or those enthusiastic to engage in language learning.

Position Summary

This role enables the program to more effectively help growers and land managers in the region achieve their ecological farming goals as well as steward the Farm Hub with biodiversity in mind. This is achieved through (1) Outreach and engagement efforts both in-person and digitally (2) Daily logistical and field support of the Applied Farmscape Ecology Research Collaborative (AFERC) (3) Administrative tasks (4) Habitat management activities. The AFERC is a collaborative of independent researchers and is jointly coordinated by Farm Hub staff and the Hawthorne Valley Farmscape Ecology Program. The summer months will focus on fieldwork, coordinating logistics of the research collaborative, public field events, habitat management and administrative tasks while the winter months will concentrate on attending and presenting at conferences and events, data entry, professional development, administrative tasks and limited fieldwork. The Program Coordinator works closely with our Farm Operations Team including staff engaged in crop production, buildings and grounds maintenance and construction. The Program Coordinator also builds and sustains collaboration across all programs at the Farm Hub.

This position reports to the Program Manager, Applied Farmscape Ecology Program

Responsibilities:

Long-term Monitoring and Research Support

- Coordinate and perform field management of research collaborative projects including activities such as watering, fertilizing, weeding and mowing research areas
- Perform insect surveys, bird surveys and botanical surveys
- Scout for, document and report beneficial insects, natural enemies, crop pests, insect damage, diseases and crop damage and maintain records of findings

- Maintain crop pest monitoring traps and perform scheduled releases of beneficial insects deployed for pest management efforts

Outreach and Engagement

- Photograph plants and wildlife on the farm for documentation and outreach content
- Provide community relations team with updates, writing/editing support for content related to the ecology program
- Attend and present at events and local conferences and workshops
- Organize and maintain digital outreach content such as reports and blog
- Co-create and plan outreach and engagement workshops, presentations, tools and materials both in-person and digital; plan and coordinate administrative needs and logistics for AFEP outreach events as needed
- Provide and support staff learning opportunities such as ecology walks and habitat management workshops

On-farm Habitat Management

- Plan, install and maintain habitat management projects at the Farm Hub in collaboration with the farm operations team
- Seed starting, seed saving and processing
- Coordinate with production staff, buildings and grounds and construction teams to achieve habitat management goals, including the active management of semi-natural areas
- Keep digital records and photo document habitat management methods and activities

Administrative & Staff Development

- Calendar and arrange collaborator visits, events, groups, staff workshops
- Provide visitor information, verify partners follow visitor protocol such as signing in/out and acquiring parking passes and ensure visitors have a pleasant visit
- Attend staff trainings and meetings
- Data Entry and proofing in Excel and ArcGIS
- Consistently check and respond to emails from partners and members of the public
- Language learning as needed
- Schedule, facilitate and take minutes for meetings
- Perform other duties as assigned

Required Qualifications

- Minimum of 2-3 years of relevant experience doing field-based work in farming, biology or ecology with the ability and willingness to do physical work outside in variety of weather
- Excellent organizational and verbal and written communication skills
- Proficient in Microsoft Office Suite and Dropbox or equivalent file hosting service
- Willingness to participate in public speaking engagements
- Willingness to have a flexible schedule with some early morning, evening and weekend hours as required, particularly spring and summer
- Bachelor's degree in Ecology, Biology, Horticulture **OR** equivalent combination of education and experience
- Experience working on habitat management projects
- Familiarity with flora and fauna of the northeast including strong identification skills

- Experience with data collection, data entry and report writing
- Interest and excitement for learning, listening and problem solving to meet crop production and ecological goals
- Strong English language comprehension and speaking and writing skills
- Experience working and communicating as part of a team using active listening and non-violent communication
- Ability to work with attention to detail, complete tasks efficiently in a self-directed manner
- Commitment to and willingness to deepen understanding of the Farm Hub's mission and values of equity and ecological resilience

Preferred Qualifications

- Experience using farm equipment such as tractors, mowers, seed drills and irrigation
- Experience growing crops at a mechanized scale and/or mechanized landscaping
- Educational experience working with adults from a wide range of backgrounds
- Experience using GIS mapping software
- Experience developing outreach tools and educational events and workshops
- Spanish language proficiency
- Use of alternative education methods (e.g. popular/participatory education, project-based learning)

The Applied Farmscape Ecology Program Coordinator is a full-time, salaried, exempt position. Compensation for this role is \$48,000-\$53,000 depending upon experience; we offer a comprehensive benefits package.

As an Equal Opportunity Employer, the Hudson Valley Farm Hub is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders, sexual orientations, and differently-abled people. **There may be an opportunity for candidates who do not meet the required qualifications to grow into this role. Applicants who do not meet the required qualifications above but have a strong interest in the work, interest in our mission, and a drive to learn on the job are encouraged to apply.**

Please email a resume and a letter of interest explaining your fit for the position to Anne Bloomfield, anne@hvfarmhub.org