



**Job Posting**  
**Field Crops Production Manager**  
***Full Time, Onsite***

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 1,600 acres of farmland and a suite of greenhouses. A diverse, multi-lingual staff serve in varied roles in areas of administration, farm operations, and programs.

We are seeking a Field Crops Production Manager to join our team! The **ideal candidate** will have robust agricultural experience in a management role growing food grade grains and dry beans, ideally using organic and regenerative production practices. Successful candidates will thrive in a production environment that is quickly growing and taking on new projects which require on-the-job innovation, creativity, and experimentation. We're seeking someone who is excited by our innovative production practices, nonprofit mission, and the opportunity to participate in a collaborative team structure.

**Position Summary**

The Field Crops Production Manager oversees the day-to-day production activities for the Farm Hub's 1,000-acre certified organic field crops operation, which produces both food and feed grade wheat, dry beans, corn, soybeans, and other grain and cover crops. Areas of oversight include crop planning, planting, cultivation, harvest, post-harvest handling, cleaning, storing, and order fulfillment. The Field Crops Production Manager will lead, supervise, and collaborate with field crops team members to ensure the safe, smooth, and efficient execution of the crop plan while working to uplift team leadership and uphold morale. The Field Crops Production Manager will work to ensure product quality and food safety and will also oversee the collection of production and inventory records pertaining to the field crops operation.

In coordination with other members of the Farm Hub management team, the Field Crops Production Manager is responsible for: fostering and contributing to a safe, supportive, communicative, compassionate, and productive workplace culture within their department and team and implementing clear and transparent operational policies and procedures. The Field Crops Production Manager will participate in trainings, workshops, and staff meetings related to the Farm Hub safety, culture, and operations. This position reports to the Director of Farm Production.

## **Key Responsibilities**

### **Farm Operations**

- Manages all aspects of the production of field crops, including wheat, grain corn, soybeans, small grains, dry beans, cover crops, straw bales, and others. This includes crop planning, supply and seed ordering, record keeping, fertility management, planting, cultivation, pest management, harvest, post-harvest handling, cleaning, storage, and packing
- Supervises field crops team members, works to uphold, and strengthen team morale, uplift existing leadership, and leads team meetings. Delegates tasks effectively to ensure safe and efficient execution of the field crops crop plan
- Oversees the record keeping and inventory tracking work of the Field Crops Team records, in collaboration with the Agricultural Projects and Data Manager
- Participates and contributes to long-term/whole farm planning conversations related to field crops production, farm operations, research, land use, and programs
- Contributes to upkeep and maintenance of farm facilities and equipment
- Performs departmental sourcing and purchasing
- Leads on-site training of field crops production team members and others as relevant
- Ensures quality and food safety for packaging crops, in coordination with the Distribution Logistics and Food Safety Manager
- Oversees and assists order fulfillment, in collaboration with the distribution team
- Develops SOPs, workflows, and protocols relating to field crops operations that ensure compliance with USDA organic, worker safety, and food safety regulations
- Stays apprised of innovations and developments, such as new varieties and practices of organic field crops management; keeps up to date with new advances in applied farming technologies
- Oversees routine maintenance and repair of equipment, in collaboration with the Farm Hub's shop mechanics
- Promotes and maintains good relationships with donation partners, customers, neighbors, and collaborators
- As needed, collaborates to support the Director of Farm Production and program staff to plan and offer on-farm events, programming, and education to other Farm Hub employees, partner organizations, and/or external participants as related to field crop production and research (including farm tours, twilight meetings, and field days)

### **Leadership and Management**

- Demonstrates strong commitment to the long-term objectives, mission, and values of the Farm Hub
- Supervises members of the Field Crops Production Team
- Works collaboratively as a member of the Farm Hub team to train and support staff
- Actively participates in creating a culture of safety (both physical as well as emotional/psychological safety), including seeking out trainings or resources for themselves or their team
- Assists the Director of Farm Production and Operation Manager in developing and monitoring budget and expenses related to field crops production
- Serves as public spokesperson as requested

*\*The position summary, responsibilities and qualifications are not an exhaustive or comprehensive list of all possible responsibilities, tasks and duties. Full job description is available upon request.*

### **Required Qualifications**

- Minimum of 5 years' experience in successful production of small grains and other field crops, preferably using organic methods, including large tractor, equipment, and combine operation
- Demonstrated success in supervision of staff and working collaboratively as part of a production team
- Experience with upkeep and maintenance of grain storage facilities and farm equipment
- Familiarity with agricultural field research projects/processes
- Strong communication, listening, and interpersonal skills
- Willingness to have a flexible schedule with night and weekend hours as required
- Written and verbal proficiency in English
- Strong commitment to the mission and vision of the Farm Hub
- Demonstrated ability to foster a work environment of mutual respect, team building, and collaboration
- Ability to develop positive working relationships with people across different backgrounds

### **Preferred Qualifications**

- Written and verbal proficiency in Spanish
- Proficiency with Microsoft Office Suite
- Proficiency with Google sheets
- Knowledge of the Northeast farming community, especially Hudson Valley

**Physical Requirements:** The position requires the ability to sit or stand at a workstation indoors approximately 50% of the time, and alternates between working outdoors 50% of the time. Must be able to climb, stand, sit, stoop, squat, kneel, crouch, bend, stretch, push, pull, reach and occasionally lift and/or move up to fifty (50) pounds. Work may be performed in outdoor agricultural fields and involve exposure to sun, wind, rain, soil, mud, dust, heat, cold and other natural elements. Must be able to withstand working in the direct sunlight and weather conditions ranging from hot and humid weather, moderate rain and cold while performing their required job duties. Requires ability to use fingers and hands to grasp/move objects and record data using pen and paper or on a computer or tablet. Must be able to handle tools required to perform upkeep and maintenance of farm facilities and equipment. Requires the ability to operate heavy machinery, and or automobile to drive to and from various worksites on and off the Farm Hub property. May be exposed to various weather conditions, fumes, odors, dust, heat, and noise. Additionally, will need the ability to sit, stationary at workstation to attend meetings or classes and/or perform computer work.

### **Position Details**

The Field Crops Production Manager is a Full-time, Exempt, Supervisory position with a 40-55 hour work week (seasonally dependent, some evenings and on-call Saturdays). The salary range for the position is \$70,000 - \$90,000 annually. We offer a competitive benefits package which includes 100% employer paid health and dental insurance for full-time employees and their families. Some additional perks offered include retirement, life insurance and other wellness benefits.

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.

To apply for this position, please apply via Indeed using the following link – [Field Crops Production Manager – Apply Here](#). If you have any questions or need assistance with submitting your application, please contact us at [hr@hvfarmhub.org](mailto:hr@hvfarmhub.org) and include the following in the subject line: Attn: Field Crops Production Manager - People & Culture Department.