

Position Description***Agriculture Production Coordinator***

Office Location: Bowers School Farm
1219 E. Square Lake Rd.
Bloomfield Hills, MI 48304



OVERVIEW: Bloomfield Hills Schools manages both Bowers School Farm and E.L. Johnson Nature Center as outdoor learning sites to support student learning and community outreach.

Bowers School Farm is a working urban farm with diversified animal, fruit, and vegetable production. Visitors can enjoy the beautiful maintained horticultural gardens, historical relevance, and a unique connection to food production. Purchased in the mid-1960's to be used as a land laboratory, the farm welcomes over 35,000 visitors annually for school field trips, summer camps, community events, and recreational programs. It is housed off of I-75 on 93 acres within Bloomfield Hills.

The E.L. Johnson Nature Center is a 40-acre nature preserve. More than 2-miles of trails and a scenic four-acre inland pond is home to an assortment of fish, a large variety of trees including stands of pine, hardwoods, and a sugar bush, and many native plants and wildflowers foster a safe habitat for a host of wildlife. Red fox, coyote, deer, mink, as well as countless birds, amphibians, and reptiles have been observed. There are also special wildlife pens that contain orphaned deer and injured hawks and owls that can be observed up close. The Nature Center has hosted educational programming for the schools and surrounding community since 1968.

PRIMARY PURPOSE: We are seeking an Agriculture Production Coordinator to provide leadership and coordination of all aspects of production for market at both Bowers School Farm and E.L. Johnson Nature Center, including growing and expanding vegetable and fruit production, managing pastured poultry and maple sugaring operations with a focus on sustainability and education. Production goals vary from season to season, with a primary focus on maintaining demonstrations for authentic education. Production goals will be established collaboratively with an expectation for expansion.

REPORTS TO: Director

PRIMARY RESPONSIBILITIES:

- Create and maintain a farm operational plan (encompassing soil health, rotation, fertilizer, cover cropping, high-tunnel use, composting, etc.)
- Refine and improve current efforts with a focus on both educational outcomes and the program revenue model.
- Source and prepare orders for farm equipment, supplies, and materials.
- Oversee and carry out labor independently, and with production crew needed to accomplish tasks to run a successful vegetable production farm (bed preparation, soil amending, seed starting, transplanting, pruning, trellising, pest management, harvesting, washing, grading, packaging, and some marketing of products.)

- Maintain a highly organized and functional production, office, cold storage, and wash space at the farm.
- Assist in design, procurement of materials, implementation and construction of infrastructure upgrades.
- Work with the Director to develop annual budget and revenue projections for production.
- Work with Farm Director to prepare for GAP audit/certification (if required).
- Maintain and enforce the record keeping required for GAP certification farm food safety and/or organic certification requirements.
- Engage the community and students in production through educational experiences, training, events, and programs.
- Build relationships and collaborate with area farmers and chefs.
- Understands and implements BHS, Bowers Farm, and E.L. Johnson key strategic initiatives.
- Supports and participates in other Bowers School Farm and E.L. Johnson functions as appropriate or as needed by the Director.

DESIRED QUALIFICATIONS:

- Minimum 3 years of vegetable farming experience.
- Bachelor's degree in the field of agriculture.
- One year of farm or production management.
- Knowledge of soil management, plant pathology, pest management strategies, and season extension.
- Experience with crop planning software and intensive production (sequential planting systems.)
- Must have the creativity, flexibility, and understanding required to work with a variety of people in a collaborative, team-oriented work environment.
- Demonstrated ability to work effectively with individuals from diverse communities and cultures.
- Must be committed to the mission and purpose of Bloomfield Hills Schools, Bowers School Farm, and Johnson Nature Center.
- Strong and effective organization and written and verbal communication skills required.
- Ability to operate farm machinery and tools.
- Comfortable lifting 60 lbs and working in harsh weather conditions.
- Proficient in computer operation skills (e.g. Google suite, Excel, PowerPoint, Qualtrics, etc.)
- Must have valid CPR/First Aid certification or participate in a training before the first day of summer camp training.
- Ability to travel in local and surrounding communities and occasional long distance travel are required as a regular part of this position.
- Transportation is the responsibility of the employee.

STATUS: Position will be available for application, February, 2020

COMPENSATION BENEFITS: Pursuant to the Conditions of Employment for Coordinator Staff and commensurate with experience.

APPLICATION PROCEDURE: For more information, email ajaros@bloomfield.org or call 248-341-6480.

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