**Vida Verde Facilities & Farm Manager**

**Job Posting**

**2019**



Vida Verde has a long history of achieving remarkable results through its mission-driven organization and high quality programs delivered free of charge for 4th-6th grade youth from underserved communities. We are a small, tightly-knit, excited non-profit. Our jobs are the BEST, and so are the people who work here!

**Position Overview**: This is a 40-hour/week, full-time, non-exempt management position, reporting to the Executive Director. The Facilities and Farm Manager is responsible for maintaining and improving our three local sites (about 5 acres of improved area), including the structures/residences, landscaping, livestock, educational farm and orchard, infrastructure, and vehicles for safety, function & appearance. This position will plan in collaboration with the Executive Director, do direct maintenance work, and provide direction to part-time staff, volunteers and contractors in order to create a functional and efficient facility and farm. Generally, half of the work is agricultural work and the other half is facility, residence & vehicle-related.

**Work Environment:**  Vida Verde is a highly professional and dynamic nonprofit organization. The central site is our educational farm & office in rural San Gregorio California, and is often abuzz with activity of instructors, students, office staff, caretakers, volunteers and many other from our community working in support of our mission.

**Responsibilities\*:**

* Keep structures (houses, outbuildings) maintained, repaired and improved
  + Ensure that roofs are watertight, paint/sealant current, smoke/carbon monoxide detectors/extinguishers working/charged, rodents/fleas/bats at bay, faucets leak-free.
  + Check residents in and out of housing using Google drive system docs, documenting w photos.
* Maintain and repair site infrastructure: Ensure water delivery and purification, maintain pumps, irrigation system, electrical, heat, road, phone, & internet (hire & manage contractors as needed).
* Finances: Work within budget guidelines, keep financial records, pay contract staff, and create project budgets.
* Keep landscaping and site aesthetics up to a high standard and continually improved, for constant visitors (kids and donors, etc.).
  + Mow, weed eat, sweep, clean barn for visits.
  + Upgrade plantings annually, keep fences and gates in good repair.
  + Reorganize and clean storage areas.
* Remove debris, organize parking areas, maintain signage.
* Farm: Maintain a full functioning, 1+ acre beautiful vegetable farm and fruit orchard for kids and visitors alike, year-round. Follow the org’s farm plan, and lead follow through.
  + Utilize suitable vegetable crop varieties, and plant to be ready for harvest for group visits. Manage greenhouse, winterize and install cover crops. Monitor and repair irrigation system.
  + Ensure that ~20 fruit orchard trees are pruned annually to enhance fruit production.
  + Monitor vegetable and fruit crops for pests and, if needed, initiate pest eradication.
  + See that ripe food is sent home with students on a weekly basis when available.
  + Prep weekly farm projects for student groups to complete.
* Keep vehicles and farm machines maintained and repaired for safety, reliability, and marketing. Keep organized vehicle records.
* Keep livestock and poultry healthy and in a good pasture, producing milk and eggs for the program.
  + Recruit, train and manage weekly, volunteer goat milkers. Includes communication.
  + Annual testing for diseases/culling. Preventative health measures that keep youth program prioritized.
  + Maintain farm and pasture fencing & gates to exclude deer and predators.
* Weekend duties: During the school year, cover 1 out of 6 weekend duties on the farm (1-2 hours per weekend). Manage summer weekend caretaker duties and cover up to 1 out of every 3 weekends. Manage extra staff duties that are needed on weekends during goat kidding season.
* Do consistent work to systematize the facilities and farm tasks, keep careful records, reflect & work continually towards improvement.
* Work as a team member with Vida Verde staff.
  + Collaborate with the Events Mgr, Events Coordinator, Head of Program, Instructors. Development Director, Office Manager and others for successful events, programs, and other team efforts.
  + Attend monthly all-staff meetings, and 1 on 1 meetings with your supervisor.
  + Stay in good communication with the staff team re projects/changes/housing work
  + As invited, participate in annual goals meetings.
* Complete special tasks for events and camps
* Prepare volunteer projects for volunteer days with guidance from the events team
* Make special site preparations for donor and volunteers days with the guidance of the events team.
  + Make special site preparations for the Summer Leadership Project (summer camp) with guidance from the SLP Director.
  + Complete special work the for annual December benefit with direction from the events team
* Hiring & Management of caretakers and contractors
  + As Summer caretakers are needed and housing is available, hire summer site staff & manage in accordance with the Vida Verde staff management plan. Includes editing, posting job, interviewing, gaining E.D. approval for job offers, onboarding, etc.
  + Support Head of Program in oversight of school year instructor-caretaker responsibilities by providing training (verbal and systematized) and feedback. (And, in the future, potentially manage a team of school-year instructor caretakers. Not as of 2016-19 school years).
  + Collect bids, hire & manage contractors as needed/for larger projects, including landscaping workers 3-4 days/month.
  + Potentially hire and manage a part-time Facilities and Farm Assistant.
* Provide Capital Project Support: Support the Capital Project Manager and the E.D. as they work through the entitlements process with the county regulatory agencies, and following that the permitting process, and the construction phase of the project.
* Track & balance multiple priorities on weekly basis, and work with supervisor to set semi-annual goals.
* Work with the community, volunteers, and donors toward our mission.

***\*There is potential for the Facilities and Farm Manager to hire a part-time assistant if needed***

**Required**:

* Strong work ethic
* Positive attitude
* Willingness to collaborate and learn
* Alignment with the Vida Verde Mission and Values (see below)
* Farm and livestock/poultry management experience
* Proven facilities maintenance and mechanical skills
* Ability to give and receive spoken and written directions in English
* Physical abilities to navigate rugged terrain during a variety of weather conditions, and to operate manual tools and machines associated with farm and maintenance work; ability to lift and carry heavy and bulky loads of up to 50 pounds.
* Knowledge and use of safe practices around land, equipment, children, and livestock
* Prioritization, organization, routines, self-direction.
* Willingness to live and work on-site 5 days per week in rural San Gregorio
* Available to work mainly during regular business hours, Monday through Friday; must also be open to having a flexible schedule to work occasional evenings or weekend days for special events, team meetings or ad-hoc projects.
* Experience managing contractors (plumbing/electrical/carpentry, etc)

**Desired**:

* Building/construction experience
* Personnel Management experience, and willingness to follow internal guidelines and practices
* Experience hiring contractors/specialists
* Budgeting experience

**Compensation and Benefits:**

$17.00/hourly

Housing at Hidden Creek site: large private bedroom in Farm Labor Housing, with shared living room, farm kitchen, outdoor shower, and laundry.

Health and Vision Insurance valued @ $200 per month

Retirement plan with monthly Employer contributions valued @ $100/month

3 weeks paid vacation

Pro deals (Patagonia, Outdoor Prolink Vendors, Smartwool, etc.)

Professional Development Opportunities (conferences and workshops)

**Application Procedure & Timeline:**

Send letter of interest, resume, and 3 professional references by EMAIL ONLY to:

Shawn Sears **and** Paula Alves

Email: Shawn@Vveducation.org **and** [paula@Vveducation.org](mailto:paula@Vveducation.org)

Due to the live-in nature of this position (and some housing constraints), please include information about any pets or family members who live with you in your application.

Website**:** [www.Vveducation.org](http://www.vveducation.org)

Applications will be accepted until the position is filled; those whose materials indicate a potential match will be contacted directly.  Priority deadline Sept 9, 2018.

*\*Vida Verde is committed to building a staff that is reflective of the incredible diversity of our communities and of the students we serve. Because we are committed to increasing the diversity of our workplace, people of color, women and individuals from diverse backgrounds are encouraged to apply.*

*Vida Verde is an equal opportunity employer and does not discriminate on the basis of race, color, religion (includes religious beliefs, observance or practice, including religious dress), sex, sexual orientation, gender, gender identity or expression, transgender status, pregnancy, childbirth or related condition (including breastfeeding), marital status, national origin, veteran status, ancestry, age, medical condition, genetic characteristics, family care status, registered domestic partner status, or any other consideration made unlawful by applicable laws. All applicants will be evaluated and job offers made based on experience and merit.*

**Organization Mission**

Vida Verde is a nonprofit that promotes educational equity by providing free, overnight environmental learning experiences for students who don’t otherwise get the opportunity.

**We Value**

**The Mission First**

We are a mission-centric organization. We make every decision with the kids' benefit and the mission as our guide. We specifically tailor the program to meet the unique needs of the kids we serve, with deep respect for students and their communities.

**Persistent Improvement and Our Best Practices**

We are driven to continually improve and reach the highest standards across the organization for the benefit of the kids we serve. From program quality to healthy communication, from strategic goal setting to prioritization: we are detail-oriented, reflective, and strive to serve as a model. We balance our best practices and lessons from our history with innovation and inspiration for improvement.

**The Environment and Natural Resources**

We practice responsible and long-term thinking regarding land stewardship, facility management, building, and design. Using resources wisely, we value the earth’s resources over convenience and cost, and share that value with the greater community.

**Relationships and Community**

People are at the heart of this work. We strive to create long-lasting relationships with our staff, supporters, students, and teachers. We believe that by honoring and including diverse perspectives, our organization is stronger and more sustainable. We believe in love, not hate. We help different people see each other and all that we share in common, as well as what we can learn from each other.

**Making It Happen**

We overcome outrageous obstacles and successfully achieve ambitious goals by using a combination of resourcefulness, a positive mindset, and our team’s diverse set of skills and experiences. We know that beliefs lead to actions, which lead to results. We "make it happen" even when circumstances would lead most to think progress impossible.