

Operations Assistant
Massaro Community Farm, Woodbridge, CT

Our Mission

Massaro Community Farm is a 57-acre nonprofit organization whose mission is to keep farming, feed people and build community.

By way of background, the farm is governed by two entities: Massaro Community Farm, Inc. holds the primary property lease from the town and is responsible for most fundraising, farm events, education and other activities on the farm that engage the public. Massaro Farm CSA holds a sublease to the property from MCF and is responsible for the farming operation.

Position

Massaro Farm seeks a part time Operations Assistant with a passion for community and the environment, who takes a 'hands on' approach and is not afraid to get dirty, and who will assist in the support of daily operations and educational programs at the farm.

Work Commitment

This position is 20 hours per week year-round, and reports to the Executive Director. The Operations Assistant may be asked to occasionally work evenings and weekends.

Primary responsibilities of the Operations Assistant will be:

Office systems: maintain office systems that ensure that key information is effectively recorded, filed and organized, and a sufficient inventory of supplies is on hand. Handle third-party inquiries for rental of the farm space and promptly acknowledge all farm donations.

Events and program planning: Assist Executive Director and Education Director with coordinating scheduling for visiting groups and, help make making sure that farm grounds and buildings are presentable and stocked for educational activities and workshops, for major farm-based events, such as Celebrate Spring and Dinner on the Farm, educational activities and workshops, and for third-party users of the farm.

Outreach and communications: Responsible for keeping farm website and calendar up-to-date. Keep social media platforms – Facebook, Twitter, Instagram --active and alive, and with editing of MCF communications. Creation of event flyers.

Finances: Responsible for Quickbooks entry and invoicing.

Liaison and Representative Serve as farm liaison for new farm volunteers and to engage farm visitors. May occasionally meet with partner organizations or attend community events as a farm ambassador.

Farm/Garden Tasks: Coordinating with other farm staff, assure in care and maintenance of Learning Garden as educational space for farm, -- e.g., planting, weeding, watering, and ensuring adequate supplies are on hand.

Responsibilities can vary depending upon the nature of the events and activities of any given season.

Ideal Skills and Qualities:

- Strong organizational skills; must be highly reliable with a keen sense of working towards satisfying the farm's mission
- Possess a can-do attitude to your work, be flexible given the changeable nature of the programs and demands of the different seasons
- Ability to juggle and manage competing priorities and respond to changing conditions
- Strong communication skills with
 - ability to draft acknowledgement letters, create event listings, and share appropriate info on social media
 - experience dealing with a people of diverse backgrounds and styles, and
 - ability to edit the work of others.
- Other: Experience in maintaining an office and general understanding of accounting.
- Preferred: General geographic area knowledge of Greater New Haven region and its diverse cultural and socioeconomic makeup, as well as the local food system and environmental arena is preferred
- General gardening knowledge is helpful
- Some lifting up to 25 lbs is involved

Massaro Farm is an "equal opportunity employer." Massaro Farm will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, creed, color, national origin, sex, gender expression, or sexual orientation.