



## Community Engagement Manager

**About Us** - Founded in 2003, Pennypack Farm & Education Center is a 501(c)(3) educational non-profit farm focused on growing, giving, and teaching. We grow vegetables with organic methods on 13 acres of land for both a community supported agriculture (CSA) program and for donations to local food pantries to help bring fresh local produce to neighbors in need. We educate our members and the community through workshops, farmer education, and events to spread awareness of local sustainable agriculture.

We are seeking an experienced professional who will be responsible for volunteer and program management, environmental education and fundraising, and who will help us keep the local community engaged and interested in sustainable agriculture. You will work closely with the Executive Director and Farm Management to help run the valuable programs for our operations, as well as help build our development efforts. This is a key position and you will be a great fit if you are creative, organized, and strategic. The best person will be a leader who is able to pivot when needed and make decisions on the spot, have a great sense of humor, and is warm and friendly with all who come to the farm.

This position has responsibilities that are seasonal, and not all tasks happen year-round. Reporting directly to the Executive Director, the Community Engagement Manager's work will include:

- **Volunteer Management:** Recruit, select, and manage corporate groups and individual volunteers for on-farm programs and tasks. Track volunteer hours and accomplishments. Manage share duty hours of CSA members. Orient new volunteers. Manage online system and run reports.
- **Education Program:** Schedule adult education classes and recruit class teachers; lead tours and some education classes. Gardening, garden planning and implementation, and landscape maintenance will be needed in Edible Classroom
- **Program Operations:** For CSA distributions, manage schedule of workshare greeters, assist with distribution logistics. Oversee veggie bag packing for program partners. Support program partnerships.
- **Development:** Manage donor database with data entry and reporting. Oversee mailings and fundraising appeals. Ensure that all donors receive timely acknowledgement. Support fundraising efforts. Support grant writing with metrics and reports. Research and implement smaller funding opportunities with businesses, groups, small grants, etc.
- **Communications:** Update website with program listings; support social media; schedule email newsletters using Constant Contact.
- **Event Support:** Work with Executive Director and committees to plan and coordinate logistics for any new fundraising events. Support sponsorships.
- **Other work:** Attend outreach opportunities, respond to emails, phone calls, and requests of Executive Director, as well as other duties as assigned.



## **Skills & Qualifications**

- Experience and passion working with diverse groups of people
- Outstanding written and verbal communication skills
- Excellent initiative and follow-through
- High attention to detail, organized, and skilled in logistical coordination
- Technology fluency - proficiency in spreadsheets, databases, data analysis, and Google suite. Willing to take training outside of own experience if needed
- Self-motivated team player who can interact productively and positively with others, and be able to work independently and stay on task working remotely
- Flexibility, adaptability, and creative problem-solving skills
- Ability to lift up to 25 pounds and walk on uneven terrain
- Embraces Equity, Diversity and Inclusion
- Criminal Record Check, Child Abuse Clearance, and FBI Background check required

\*\*Applicants may be considered even if all qualifications are not met. Relatable skills, passion, and willingness to learn and be an essential part of the team may be communicated in the cover letter.

**Hours and Schedule:** This is a full-time exempt position, 40 hrs / week. Depending on program needs each week, some work will need to be done in the office or at the farm, with remaining hours remote. Some evenings and weekends will be required.

**Compensation:** Annual salary is based on experience within the range of \$38,000 - \$45,000.

Benefits include a 6-unit CSA vegetable share in both the summer and the winter seasons, plus you-pick flowers and berries. 10 Paid Days Off and 11 paid Holidays. Flexible scheduling. Medical. Matching IRA after one year.

PFEC provides equal opportunity for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

## **To Apply:**

Please email [Julie@pennypackfarm.org](mailto:Julie@pennypackfarm.org), with the subject line: Community Engagement Manager. You may address your email to Julie McCabe, Executive Director. Please attach a resume and include a cover letter.

Applications will be accepted until the position is filled. No phone calls please.