

Deep Medicine Circle

Te Kwe A'naa Warep Farm Harvest Manager Position

The Deep Medicine Circle (DMC) is a WOC-led nonprofit organization that is committed to healing the wounds of colonialism through food, medicine, story, restoration and learning. We are an organization made up of Indigenous and non-Indigenous people working together in radical solidarity to advance a culture of care. We center climate, economic, racial and health justice, through activities in farming, ecological restoration, land back, community organizing, arts and education. Our work is to Heal the Land and Feed the People.

The DMC's Farming is Medicine Program reframes farming as an act of care of the land and the people. At the Te Kwe A'naa Warep (TKAW) farm in Ramaytush territory, we are working with Indigenous community members on returning land back, asserting the role of farmers as stewards of health through practices that enhance ecology and grow a diversity of nutrient-dense foods. We liberate the food we grow from the market economy to distribute to BIPOC and poor communities oppressed by hunger in the San Francisco Bay Area.

The food from TKAW is delivered weekly to Booker T Washington Community Center, the Tenderloin Neighborhood Development Corporation (TNDC)'s Kain Na Food Hub, the American Indian Cultural District (AICD) and the Latino Task Force for distribution. This farm is also an active incubator and training site for the growing urban agroecological movement and a place where healthcare workers learn alongside farmers.

Job Description: The Te Kwe A'naa Warep (TKAW) Farm Harvest Manager is an exempt management position who reports directly to the Director of Agroecology and Land Stewardship with a main focus on the duties and responsibilities of harvest management. The duties of the harvest manager include but are not limited to weekly and seasonal coordination with food distribution partners, producing weekly availability lists, ordering packing supplies, managing the entire farm crew in weekly harvesting, oversight in the washing, packing, labeling and storing of all harvested produce, coordinating deliveries with oversight of deliver person and making sure food leaves the farm on site and is delivered on-time. This job will also work with the TKAW Farm Field Manager and Greenhouse manager in crop planning, seed starting, propagation, field preparation and management, planting, weeding, fertility management, seed collection, irrigation, volunteer coordination and DMC staff oversight. The TKAW Farm Harvest manager will also support and participate in tours, education and training activities to help diversify and amplify hyper-localized food production in the SF bay area through DMC programing.

Responsibilities:

- Oversight of Harvesting activities including making harvest list, updating sheet and whiteboard, creating harvest plan for specific crops, washing/packing, weighing/labeling and data entry, organizing walk-in, and dividing up harvest for distribution partners
- Weekly communication with distribution partners to plan harvest amounts and deliveries. Coordination with Field Manager and Greenhouse Manager on timing of harvests.
- Volunteer coordination - Outreach and recruitment of volunteers, emailing with volunteers and partners, creating priority list of tasks, coordinating volunteers on-site, directing activities, teaching, preparing produce
- Documenting the produce amounts and coordinating delivery to community partners. Delivery crew member will drive the van for deliveries.
- Documenting and keeping track of hours and details of work at the site, inputs, harvest totals and other record keeping via app and other documentation for organic certification and Farming is Medicine policy work
- Supporting onsite compost operations from harvesting and wash pack area
- Make sure all packing supplies are adequately stocked
- Keep wash/pack area in a clean and safe working order as outlined in SOP for TKAW and our health and safety guidelines with cleaning and sanitation of all harvest materials equipment and surfaces
- Scheduling annual maintenance and inspection of agricultural scales
- Updating and collaborating with other DMC staff in creating content for our weekly 2 page newsletter to partners and responsible for its on-line publication from April 10-Dec 15 (36 weeks)
- Transplanting - Supporting the Field Manager and Greenhouse Manager in plans and schedules for all transplanting and direct seed planting
- Working with the farm team on site layout, irrigation, and fertility management
- Pest management- Helping to identifying pest pressure and support monitoring
- Assist with training new farm staff and interns
- Coordination, delegation and planning with farm crew on daily tasks
- Coordination and supporting educational programs with apprentices, interns, fellows and volunteers in partnership with other Farm Managers, Director of Agroecology and Executive Director
- Support Certification Record Keeping - Organic certification records from harvest to distribution (field manager is responsible for seed to field)
- Supporting Farm Field Manager to make sure all supplies (seeds, amendments, mulch) adequately stocked
- Ensuring staff, volunteers and interns adhere to health and safety regulations
- Helping in keeping the farm organized and clean with minimal waste, both in physical and paper form.

- Documenting and keeping track of your hours of work at the site, inputs and other record keeping via Farmer Kat app/online documentation software for data tracking and information as needed for organic certification
- Ensuring staff, volunteers and interns under your supervision adhere to health and safety regulations
- Document as needed the work being done in photo, video and written form
- Help build professional networks and represent the values of DMC around advancing a culture and politics of care
- Present and articulate the purpose and vision of the work that the DMC is doing around Farming is Medicine
- Attend monthly Full Circle and participate in storytelling. Attend monthly Worker Circle meetings, communicating all relevant information to farm crew..
- Daily journaling of personal experiences in the work
- Shared responsibilities in land stewardship (ex, mitigating weed pressure), facilities oversight (ex, trash, internet) and animal care (ex, feeding cats, goats) in collaboration with other Farm Managers and Director of Agroecology
- Other responsibilities as assigned

Requirements:

Bachelor's degree in Agricultural, Ecology or Environmental Sciences or equivalent lifetime experience (4 yrs). Minimum of four years of market production experience. Proficient in managing spreadsheets, Excel, google sheets for crop planning and budgeting. Strong written and oral skills, with experience in report writing necessary. Ability to present farm programs and activities in MS word, Google docs and PowerPoint format to farmers and local staff. Familiarity with google drive and calendar. Ecological consciousness and alignment with Indigenous/Earth-based ecofeminist perspectives are critical. Political education in the impacts of racism/ableism/sexism and decolonization praxis a plus. Work experience in diverse urban environments is highly desirable.

Compensation and Hours: \$80,000/year salaried, full time

Housing: On-farm housing in shared Blue House is negotiable.

Start Date and Timeline: March 1, 2023.

Required and Additional Benefits: PTO, PSL, healthcare benefits, 401K, workers' compensation, unemployment insurance, annual gear stipend, annual professional development stipend.

Onboarding Process: Once assigned to this role the Farm manager will commit to the position for one year from start date. At 6 months, we will do an evaluation to receive mutual feedback about suitability for ongoing work together. After a year, this

agreement can be extended for a determined time period agreed to by all parties involved.