



Charter Oak Communities

Job Title	Outreach and Program Coordinator	Date Posted	May 13, 2022
Department	Fairgate Farm	Position Type	Part-Time/Seasonal
Location	129 Stillwater Ave, Stamford, CT	Hours per Week	20
Hourly Wage	\$20-25	Days/Times	To be agreed upon with Farm Manager
HR Contact:	Janice Tantimonico	Start Date	Within Two Weeks After Hire
HR Contact Phone #	203-610-4125	Completion Date	Tentative November 30 - TBD
Applications Accepted By:			
E-MAIL: hr@charteroakcommunities.org Attention: Fairgate Farm Outreach and Program Coordinator		MAIL: Charter Oak Communities - HR 22 CLINTON AVENUE Stamford, CT 06901	
Job Description - Fairgate Farm Outreach and Program Coordinator			

FAIRGATE FARM OVERVIEW:

Fairgate Farm, Stamford's unique communal urban farm, has grown considerably over the past decade. To continue expanding upon its success, the role of the Fairgate Farm Outreach and Program Coordinator has been created to assist the Farm Manager to support multiple initiatives with an emphasis on community engagement and diverse farm programming. One important role is to manage farm volunteers, which entails outreach, recruitment, training, scheduling and coordinating the participation of individual, group, and corporate volunteers. Another is to help develop, organize and implement all Fairgate Farm programs and events including outreach, promotion, coordinating with partner organizations and guest instructors, and following through to completion.

POSITION SUMMARY:

The **Fairgate Farm Outreach and Program Coordinator** assists and supports the Farm Manager with planning, preparation and hosting for various farm events programs, workshops, classes and group volunteer days.

Essential Duties and Responsibilities:

- Collaborates with Farm Manager on farm events and achieving fundraising goals
- Assists in farm production, which includes seeding, planting, watering, weeding, harvesting, composting and other, as assigned
- Recruits, organizes, schedules, trains and instructs all volunteers
- Works closely with volunteers in a friendly, professional manner
- Opens and closes the farm, as needed
- Assists with the operation of the Farm Market
- Conveys positive energy and enthusiasm of Fairgate Farm's culture and mission
- May be required to perform other related duties as required and/or assigned



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Knowledge, Skills and Abilities:

- Knowledge of garden/farming
- Knowledge of nutrition and healthy eating
- Ability to communicate, mentor and teach volunteers
- Ability to successfully fulfill the role of outreach coordinator
- Proven ability to be team oriented and a self-starter
- Excellent customer service skills with farm patrons, volunteers, market staff and Stamford community.
- Strong ability to work effectively independently and in a team environment
- Proven ability to work in a fast-paced environment
- Average knowledge of Microsoft Office Suite

Qualifications and Requirements:

- High School Diploma or equivalent is mandatory
- A minimum of two years of gardening/farming/health/nutrition experience is encouraged
- Ability to speak English is required; Fluent in Spanish is a plus
- Ability to successfully pass a drug test, background check and reference review is required

Physical Requirements:

- Candidate must be in good physical health to bend, lift up to 40 pounds, use garden tools, and be on one's feet for extended periods of time.
- Additional physical requirements provided under separate cover