



Louisville Grows Employee Job Description

Urban Agriculture Manager

- Reports to: Executive Director
- Location: 1641 Portland Avenue, Louisville, KY 40203
- Hours: 40 hours per week, full-time, non-exempt employee. Weekend hours are required.
- Compensation: \$45,000 - \$52,000 annually

Mission Statement

Louisville Grows is dedicated to fostering sustainable urban agriculture, healthy living, and environmental stewardship in Louisville, KY. Our mission is to grow a just and sustainable community through urban agriculture, urban forestry, and environmental education.

Job Summary

Louisville Grows is seeking a dynamic individual with strong experience in sustainable vegetable, fruit (berries and trees), herb, and native pollinator production and project management to maintain a highly visible greenhouse on our campus in the Portland neighborhood.

The Urban Agriculture Manager will be responsible for managing the greenhouse, organizing, supporting, planning for, and implementing our annual agriculture events such as the Seeds & Starts Sales. They will maintain fruit trees, berry bushes, etc. on our campus grounds, administer our community garden/orchard workshops and grant program, and manage our Giving Grove affiliation to develop community orchards. As well as non-production activities including administrative duties, supervising volunteers, and fostering relationships with other urban agriculture partners. The successful candidate will be enthusiastic, capable, self-motivated with the ability to work in a team-based environment, detail-oriented, and willing and excited to maintain an urban agriculture space.

This position is full-time at 40 hours per week. The Urban Agriculture Manager will report to the executive director and the Urban Ag Committee of the Board of Directors and work closely with the community engagement manager.

This is a perfect position for someone who is motivated by working with community members, enjoys the outdoors, has a passion for food justice, can see their work through with a high degree of independence, and has at least three years of agriculture experience.

The ideal candidate will be an excellent communicator, highly organized, logical thinking, present and transparent, and provide leadership, guidance, and support for the overall urban agriculture program including educational programming. The candidate should be comfortable interacting with community members and partners.

Primary Responsibilities

Crop Production: Develop and implement seasonal crops starting plants from seeds and potting plant starts for our annual Seeds & Starts Sales. Maintain yield estimates and harvest records. Propagate and source all plants and plant materials for a successful greenhouse operation. Maintain, clean, organize, and inventory all onsite infrastructure and equipment. Maximize efficiency and prioritize tasks. Support logistics for plant sales for the public and community gardens. Utilize sustainable organic agricultural methods, including weed and pest management, development of soil structure through composting, and other organic methods.

Administration: Prepare for and document work in our online systems, including Google Calendar, Google Forms, and Google Workspace. Perform all daily tasks including planting, weeding, harvesting, irrigating, and general maintenance. Purchase materials and supplies. Assist with the preparation of various report summaries of Louisville Grows events and activities, including collecting and analyzing data and statistical information.

Community Engagement: Collaborate and communicate with community gardeners to fulfill grants and provide plants. Participate with our partners in other urban agriculture opportunities. Coordinate volunteers. Communicate with customers for our sales including answering questions, problem solving, and guidance in proper planting.

Communication: Work with the community engagement manager to ensure greenhouse volunteers are recruited and efficient scheduling. Advise executive director of marketing needs. Attend regular Urban Ag Coalition meetings. Attend Giving Grove meetings, trainings, and the annual conference. Work with the Executive Director to communicate with and select community garden grant recipients.

Education: Lead Garden and Orchard Education Programs on campus and in the greenhouse with partners and collaborate with other Louisville Grows staff to develop programming and events related to urban agriculture, food sovereignty, and other components of the organization's mission.

Community Garden Grants: Oversee the annual Community Garden grant initiative by Louisville Grows, which encompasses conducting educational sessions for the community about the grant, promoting the program to ensure community engagement, initiating applications, collaborating with the Urban Agriculture Committee to evaluate submissions, and ultimately, distributing grants to successful applicants.

Ideal Qualifications

- At least 3 years of experience in sustainable agriculture or vegetable farm management or professional garden work.
- Understand greenhouse growing methods and irrigation systems.
- Experience with management and leading volunteers.
- Knowledge of food apartheid especially in the west, south, and south-central Louisville neighborhoods, demographics, and community resources.
- Ability to work independently.
- Excellent verbal and written communication skills.
- Comfort with speaking and presenting in public on urban agriculture and other relevant topics.
- Mature and professional demeanor with a strong work ethic.
- Ability to create and build positive relationships with a wide variety of people and to invite and incorporate feedback.
- Ability to work occasional weekends and evening hours during peak growing season.
- Ability to budget and plan ahead.
- Ability to lift 50 pounds and perform manual labor in all weather conditions. Frequent standing, walking, bending, and lifting are required.
- Experience operating trucks with a trailer, farm tractors, mowers, sprayers, and tillers is a plus.
- Ability to maintain a safe workplace in accordance with company policy.
- Knowledge and use of Google Workspace including maintaining a volunteer database (annually and per event).
- Detail-oriented with the ability to manage multiple projects simultaneously.
- A valid driver's license is required. Use of personal vehicle (reimbursed) required.

- Prepare a monthly report to be provided to the Louisville Grows' Executive Committee.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. Management reserves the right to assign or reassign duties and responsibilities to this job at any time. This job description shall be reviewed on an annual basis.

Application Process

Louisville Grows is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

We encourage applicants from all backgrounds to apply even if you don't meet every single qualification listed here.

Interested candidates should submit a cover letter, their resume, and three references to info@louisvillegrows.org. Submissions without a cover letter will not be considered.

Applications are now being accepted and the position will remain open until filled.