



Farm Administrator

Job Posting

Job Title: Farm Administrator

Job Type: Full-Time (40 hrs/wk)

Location: 5 Loaves Farm, Buffalo, NY

Compensation: \$18/hour

Job Description:

This position oversees the administrative tasks needed for the day-to-day functioning of 5 Loaves Farm. This includes managing weekly farmers market stands, assisting with the CSA program, facilitating special events, managing farm finances, and developing communications. We are looking for someone who is excited about working for a small, community-based non-profit organization with both an enthusiasm for learning and drive to use their unique skills and creativity to help shape this organization.

- **Produce Sales** - Manage the staffing, supplies, & accounting for farmers market stands and CSA program
- **Fund Development** - Assist with special events, grant writing & reporting
- **Marketing** - Manage social media, electronic, & print media marketing for the farm
- **Bookkeeping** - Track inventory, sales, & invoices, as well as coordination w/ Buffalo Vineyard Church administrator to manage finances, including entering QuickBooks data
- **Farm Management** - Assist 5LF Farm Manager w/ farming tasks, harvesting & processing, & occasional supervision of the Seasonal Farm Worker & Youth Employees.

Required Skills and Qualifications:

- A passion to serve the West Side community of Buffalo
- College graduate or equivalent professional experience in administration and/or project management
- Experience with entering QuickBooks data
- Independent work-ethic and self-motivation to efficiently and precisely complete a day's worth of tasks
- Excellent communication and customer services skills
- A desire to work with youth from diverse backgrounds and support their growth.
- Experience or interest in learning about farming and farm tasks
- An openness to participating in the rhythms of prayer, study, & reflection intertwined w/ farm work.
- Tuesday through Saturday availability

Desired:

- Background in agriculture, landscaping, ecology, gardening
- Drivers license
- Able to lift 50 lbs.
- Experience with cloud-based spreadsheets & documents

About 5 Loaves Farm:

5 Loaves Farm (5loavesfarm.org) is a ministry of the Buffalo Vineyard Church that employs youth from our neighborhood while growing healthy food for those that need it in the community. We provide life-shaping jobs that offer highly challenging & highly rewarding opportunities to gain experience with sustainable agriculture, food justice issues, youth & neighbors from diverse backgrounds, & Christian spirituality & mysticism.

To apply:

Send cover letter, resume and at least three (3) references to 5loavesfarm@buffalovineyard.org