



Production Manager

The Talking Farm is a 501(c)(3) not-for-profit with the mission to provide education, example, and hands-on experience to members of the community to expand the awareness, importance, and availability of food grown sustainably. The Talking Farm operates the Howard Street Farm, a 2.5-acre urban farm in Skokie as well as offsite educational gardens and sells produce at its online market, local farmers markets restaurants and through its Garden Membership/weekly produce box program.

Job Description

The Production Manager reports to the Director of Farm Operations and is primarily responsible for the cultivation, maintenance, harvest and operation of the Howard Street Farm by implementing the crop plan and facilitating the smooth operation of the farm. This position manages the supply of vegetables to an online farm stand, CSA, 2-3 farmers markets and restaurant-partners.

Duties & Responsibilities

- Approximately 70% hands-on farming and 30% administration and management
- Manages production at 3 farm sites – one 2.5-acre urban farm (currently 1 – 1.5 acre developed and in production) and 2 off-site educational gardens
- Independently handles the starting, maintaining and inventory of seedlings to be planted on the farm or for sale to the public during Spring Seedling Fundraiser
- Develops or assists with the development of the crop plan for all sites and oversees the implementation of such plans in line with the strategic, business, sustainability, and non-profit objectives of the organization
- Oversees the planting, cultivation, watering, weeding, pruning, irrigation, harvesting, composting, and winterizing of farm and its vegetable, fruit and herb crops
- Ability to train, manage and oversee interns, staff farmers, job trainees and/or volunteers in urban farming activities
- Executes, assists and/or oversees supply of produce orders for online farm stand, CSA, farmers markets and/or restaurant-partners
- Assists Director of Education & Programming with volunteer programming
- Must be able on a weekly basis to accurately track and report sales and crop inventory and willing to learn to be proficient with Excel spreadsheets and online commerce platforms such as Shopify
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Preferred Qualifications

- Minimum of 2-3 years experience in all aspects of intensive organic field and hoop house farming including crop planning, planting, weeding, watering, pest management, fertilizing, harvesting, bed prepping, composting, soil health management, pruning, site management, washing, processing and packing crops, and overwintering crops
- Certification, degree or job training in urban or organic farming practices a plus
- Certified in or knowledgeable about safe food handling including any state, local, federal or trade regulations, Product Safety Alliance guidance or USDA GAP/GHP practices
- Experience with and ability to manage and train staff
- Physical requirements: Ability to lift up to 30 pounds; bend and crouch; walk on uneven surfaces, use hands and arms to pick/pull/grasp; see at close range, as well as at a distance; hear and speak to



communicate with staff, volunteers, students and the public; and work outdoors in all types of weather.

- A positive outlook and disposition and willingness and ability to multitask and adjust to the myriad “moving parts” of a working full-production farm.
- Valid driver’s license and ability to operate cargo van.
- Ability to think both creatively and critically as well as problem-solve.
- Excellent follow-through and communication and organizational skills.
- Ability and willingness to collaborate as part of a team but also the ability to lead the team and work unsupervised to complete the job.

Compensation

- \$24-26/hour depending on experience, approximately 25 hours/week to start. Potential to convert into full-time, salaried, year-round position. Sick pay/leave provided in accordance with Cook County Mandatory Sick Leave ordinance.

To apply: Please submit a resume and cover letter to jobs@thetalkingfarm.org.

The Talking Farm provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sexual orientation, sex, gender identity, national origin, age, disability or genetics.