



Youth-led change for a healthy future

**The Sylvania Center
Garden and Office Manager (20-35 hours per week)**

*This position is in-person at Katchkie Farm, Kinderhook NY.

The Sylvania Center

The Sylvania Center (TSC) educates young people about the connection between food and health, through nutrition-focused, culinary-based programming. We partner with community kitchens, schools, and social justice organizations to work with students to identify easily obtainable nourishing foods, master basic cooking and kitchen skills and comprehend the fundamentals of the food system. Our students gain confidence and leadership skills knowing they can do something that's healthy for themselves and their own families.

We believe that we can grow a more equitable food system by engaging youth as advocates for nutritious food in their own communities, and by providing real opportunities for their future.

The Sylvania Center at Katchkie Farm is seeking a full-time seasonal Garden and Office Manager for the 2022 growing season (March - November). Working in collaboration with The Sylvania Center team and Katchkie Farm team, the Garden and Office Manager will plan and manage a half-acre organic certified Learning Garden, field house with pizza oven, and office/industrial kitchen space. The Garden and Office Manager will report to and work closely with the Education Director and Katchkie Farmer. The work week is generally Monday through Friday. Weekend work days amount to 1 or 2 per month. On occasion, the Garden and Office Manager may need to take care of farm chores on their day off.

Learning Garden Management (80%)

- Working closely with the Katchkie Farmer and TSC Education Director, design, plan, and maintain a 1/2 acre organic certified learning garden. This includes:
 - Planning, propagation, planting, cultivation, pruning, irrigation, pest and disease management, and maintenance.
 - Create an inviting educational component for TSC programs.
- Manage soil fertility through crop rotation, garden planning, annual soil and water testing.
- Ordering seeds and supplies as needed.
- Maintaining tools and equipment, including small engines, generator, and well pump.
- Work with TSC Education Director to recruit, train, and supervise garden interns and garden volunteers.
- Maintain cleanliness and order in the field house, pizza oven, and garden shed.
- Maintain excellent communications with Farm Manager and TSC staff.
- Gather and track all garden metrics.
- Identify and execute special projects including three compartment composting
- Coordinate and execute seasonal "opening" and "closing" of the Learning Garden to students, including:
 - Arranging the sinks and picnic tables, ordering port o potties, pavilion raking, hanging signs, etc.



Youth-led change for a healthy future

- Winterizing garden and tidying/ cleaning/inventory of all equipment
- Create seasonal operating procedure documents for the Learning Garden and field house
- Coordinate with Education Director and Development Director for set up and clean up of summer fundraising event
- Set up and clean up of farm based one off educational programs and community days, such as Spring Planting Day and Fall Harvest Day
- Schedule permitting, engage with and provide garden specific knowledge to farm based educational programs

Office/Kitchen (20%)

- Working with TSC staff, manage office and kitchen space including but not limited to:
 - Coordinating contract work as needed for repairs and upkeep including monthly office cleaning, pest control, recycling permit/garbage management
 - Communicating with Operations Director for timely payment of utilities and purchasing of any supplies or equipment
 - Managing tasks related to winterizing and subsequent reopening of the office/kitchen space for seasonal use
 - Maintaining up to date inventory list of all equipment and supplies

Required Qualifications

- Two full seasons of experience working on a small organic farm or an intensively managed organic garden.
- Experience with successfully growing a range of vegetable, cover-crops, and wild flowers
- Ability to work long hours (including early morning, late evenings and weekends) and perform physical labor outdoors in all weather
- Ability to lift 50lbs
- Experience with small engine powered farm equipment and hand tools
- A strong and cooperative work ethic and communication skills
- Demonstrated ability to work independently and collaboratively on assigned tasks
- Extremely resourceful and creative problem solver who works quickly to address challenges
- Desire to work as part of a close-knit team
- Interest in understanding the connection between food and health
- Current CPR and First-Aid Certification and valid driver's license is preferred but not required

To apply: email info@sylviacenter.org with "Garden and Office Manager" in the subject line.

The Sylvia Center is an inclusive, non-discriminatory organization. The position will be based in Columbia County and on site at Katchkie Farm. This is a nonexempt seasonal hourly position. \$17-\$20/hour depending on experience.