



Farm Manager

SALARY RANGE: \$55,000 – \$60,000 per year

JOB TYPE: Full-time, Year-Round

LOCATION: Village Farm at Stanley Marketplace and VEC Main Office (Aurora, CO)

GENERAL PURPOSE

The Village Exchange Center (VEC) is a community center and multi-faith worship space that celebrates religious and cultural diversity. The Farm Manager is a year-round leadership role responsible for the planning, execution, and harvest of a successful growing season at the Village Farm (March–October) and providing operational support for the Village Pantry and local food procurement during the off-season (November–February). This role ensures consistent food access programming across the different VEC teams and works toward growing social enterprise initiatives for the farm.

PRIMARY RESPONSIBILITIES

Farm Production & Operations (Seasonal: March – October)

- Crop Production: Implementation of the annual crop plan, including pre-season planning, Integrated Pest Management (IPM), crop health procedures, and irrigation systems.
- Harvest Management: Facilitate harvest to ensure optimal production; ensure yields are timely, high quality, and high yield for the CSA and pantry.
- Fieldwork Execution: Coordinate and execute all fieldwork activities from seeding to harvest, ensuring site safety, cleanliness, and safe food handling practices.
- Equipment Maintenance: Perform basic tool and equipment maintenance to ensure the 1-acre site remains operational.
- Volunteer & Staff Coordination: Coordinate and schedule individual and group volunteers, interns, and day laborers to support farm operations.

Administrative, Grants & Reporting

- Grant Management: Manage the annual budget and programmatic deliverables of all farm-related grants, ensuring all metrics, outcomes, and outputs are met.
- Data Tracking: Lead all digital data tracking, including crop plans, harvest logs, germination rates, planting schedules, and growth tracking.
- Evaluation: Conduct pre- and post-surveys with program participants and track volunteer hours and harvest totals.
- Reporting: Ensure the accurate and timely submission of all program reporting to meet grant milestones and VEC requirements.

Urban Farming Immersion (UFI) & Education

- Curriculum: Complete Roots of Success Certification and develop/implement field-based curriculum for program participants.
- Onboarding: Recruit, interview, and onboard program participants in accordance with grant goals.
- Mentorship: Lead daily check-ins with participants, identify skills for improvement in the field, and manage positive relationships to maintain high morale.

VILLAGE EXCHANGE CENTER

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Social Enterprise & Strategic Partnerships

- **Income Generation:** Assist in developing social enterprise ideas and lead the Village Farm flower subscription program.
- **Site Utility:** Work with leadership to establish and manage an event and rental program at the farm to maximize site utility and revenue.
- **Coalitions:** Participate in monthly meetings with local farm partnerships and coalitions on behalf of VEC, as needed.

Food Access & Pantry Assistance (Off-Season: November – February)

- **Healthy Food Procurement:** Assist the Senior Pantry Manager in purchasing healthy food from local farmers, growers, and other local sources.
- **Logistics:** Coordinate and perform food pickups from the Food Bank of the Rockies and other partners.
- **Operations Support:** Support the Village Pantry with daily operations, including unloading food, directing volunteers, restocking shelves, and monitoring food expiration dates.
- **Pantry Systems:** Assist with volunteer scheduling and the management of pantry technology platforms for reporting.

SKILLS & EXPERIENCE

- **Agriculture:** Demonstrated knowledge of regenerative agricultural growing practices and 3–5+ years of fieldwork experience.
- **Leadership:** Ability to manage individuals and small teams, including delegating work and conflict resolution.
- **Initiative:** A pragmatic, outcome-driven mindset with a strong willingness to follow through on complex tasks.
- **Communication:** Excellent interpersonal skills; bilingual proficiency in English and Spanish is strongly preferred.
- **Physical Ability:** Ability to work in diverse weather conditions and perform physical tasks including standing, bending, and lifting for long periods.

COMPENSATION & BENEFITS

- **Benefits:** Includes Medical and Dental insurance, 401(k) matching, Paid Time Off (PTO), and Paid Holidays.
- **Format:** This is a full-time, on-site role that transitions between the Village Farm and the VEC main office based on the season.

How to Apply

Please submit a resume and cover letter detailing your experience to Gloria at info@villageexchangecenter.org.

Diversity, Equity, and Inclusion

VEC is dedicated to DEI both internally and in our external work. We encourage candidates with diverse backgrounds and perspectives to apply. We recognize that women and people of color are less likely to apply for jobs unless they meet every qualification. We are interested in finding the best candidate, which may include those from non-traditional backgrounds with strong communication skills and a passion for our community