



150 Ford Avenue
Syracuse, NY 13207

info@bradyfarm.org
www.bradyfarm.org

Brady Farm
Full-time, Seasonal
Apprentice Program Coordinator

The rate of pay is \$21/hour. The position is full-time at 40 hours per week, March - November. Benefits include paid sick leave and holidays and optional 403(b) retirement. The position may become year-round, depending on funding.

About the Brady Farm

Brady Farm is a non-profit urban vegetable farm in the City of Syracuse, NY and is a project of the Brady Faith Center. The Farm's mission is to increase access to food for our underserved neighbors, to provide wellness and gardening education and experiences for the community and provide job training. The farm uses organic practices to grow vegetables for a 120-family CSA, two farmstands and weekday on-farm sales. The Apprentice program provides in-depth training and employment for four apprentices from April – October. Training includes all aspects of vegetable production and farmstand sales, including soil health, propagation, planting, pruning, composting, weed and pest control, disease management, and food safety.

Job Description

The Apprentice Program Coordinator (APC) facilitates the training program for four apprentices, in cooperation with the farm leadership team and under the supervision of the Farm Coordinator. Regular duties include:

- Coordinating training with the farm leadership team,
- supporting hiring and orientation tasks,
- finding speakers and programming field trips,
- completing apprentice skill development assessments,
- tracking grant outcomes,
- serving as a liaison between the apprentices and leadership staff,
- supporting apprentices to connect with partners providing social support services and therapy,
- support culture-building and celebrations across the farm team,
- help organize materials and supplies,
- develop informational signage.

This position requires an exceptional driving record, an ability to drive a 12-passenger van, the ability to work outside in all weather conditions and the ability to lift 50 lbs. The position is focused on supporting apprentices in all aspects of the program, which requires the APC to participate in all aspects of the farm work experiences. All employees are required to wear sturdy pants, close-toed shoes and field appropriate tops while at the farm.

Required Skills & Experience:

- Highly organized and punctual
- Experience leading adults entering or reentering the workforce
- Must be approachable and take initiative in team settings
- Demonstrated conflict resolution skills
- Enjoys working in a team setting
- Is interested in gardening and food production
- Able to maintain professional demeanor with a crew, leadership team and community who come from a wide range of backgrounds
- Physically able to do occasional farm work
- Have a passion for helping people and serving the community
- Able to work outdoors in all weather conditions, while keeping a positive attitude
- Familiar with using PowerPoint, Excel and Word
- English proficiency is required, with additional Spanish proficiency preferred

The work week is generally Monday – Friday, with an expectation to work at least one weekend a month to support market sales, and additional periodic weekends for special events. The APC is expected to spend two hours a day working alongside apprentices and one day per week focused on dedicated training and field trips. The remaining time will be spent planning, checking in with apprentices, meeting with the leadership team, conducting apprentice assessments, and supporting grant reporting. At least 80% of time will be spent on the farm. Some work may be done remotely.

Submit a resume and cover letter to info@bradyfarm.org.

Brady Farm is a project of the Brady Faith Center, which is a non-profit mission of the Roman Catholic Diocese of Syracuse. The position requires references, a background check, and completion of the Safe Environment Training.