



Job Title: Agriculture Coordinator

Location: Portsmouth AgInnovation Farm

Schedule: 35 hours/week (5–6 days per week)

Compensation: \$25 per hour until November 30th

Reports to: Program Manager

Our Mission

At Portsmouth AgInnovation Farm, our mission is to cultivate the next generation of environmental stewards by empowering students and the community through hands-on learning in sustainable agriculture, food systems, and land stewardship. Through education, innovation, and collaboration, we strive to foster a thriving, resilient, and inclusive farm environment that supports food access, ecological health, and lifelong learning.

Position Overview

The Agriculture Coordinator plays a vital role in supporting and overseeing the daily operations, health, and development of the Portsmouth AgInnovation Farm. This position ensures the smooth functioning of the student-led farm, microclover garden, and community garden while fostering a safe, organized, and inclusive environment for volunteers, students, and community partners. The Coordinator is also responsible for managing produce donations to local food pantries and supporting overall sustainability efforts.

Key Responsibilities

1. Farm, Orchard, & Food Forest Maintenance

- Perform routine weeding, watering, mulching, pruning, and pest checks across the planting beds, microclover garden, orchard, and food forest.
- Conduct daily walkthroughs to assess plant health and identify any issues or improvements needed across the entire farm.
- Maintain compost systems, tool storage, irrigation systems, signage, and overall ecosystem balance.

2. General Farm Maintenance & Upkeep

- Weedwhack fence lines, field edges, and pathways to ensure a clean and safe environment. This also includes ensuring the Portsmouth AgInnovation Farm sign at the front gate is always free from any plants blocking the sign. It also includes trimming around the Seasonal High Tunnel.
- Provide regular maintenance for lawns, trees, shrubs, gardens, and driveways using hand or machine-powered tools.
- Prune, edge, and mulch designated areas; troubleshoot and repair minor issues across the farm.
- Participate in planting, drainage, and irrigation tasks as needed.
- Support overall grounds upkeep, addressing any farm operation inefficiencies.

3. Community Garden & Pollinator Spaces

- Assist community garden members if needed.
- Maintain untended plots and ensure shared spaces are clean, organized, and welcoming.
- Check irrigation lines of all plots.

5. Food Pantry Harvesting & Donation

- Manage the harvesting, cleaning, weighing, and recording of farm produce for food pantry deliveries.
- Ensure accurate data entry in both physical and digital tracking systems.
- Coordinate and carry out timely deliveries according to the food pantry schedule. Once delivered, have food pantry staff sign off on prepared invoice.

6. Daily Farm Operations

- Conduct daily site walks to identify priorities and ensure smooth functioning of all farm activities.
- Maintain communication with the Program Manager to address successes, concerns, and resource needs.

- Ensure all activities are aligned with safety procedures and sustainability goals.

7. Animal Care (Chickens & Ducks)

- Feed and water animals daily.
- Perform light daily cleaning of the coops and conduct a full weekly enclosure cleaning.

8. Additional Duties

- Carry out other farm-related tasks as assigned to support the overall mission and operations of the farm.

Qualifications

- Highly motivated self-starter with the ability to work independently and take initiative.
- Comfortable working outdoors in varying weather conditions.
- Strong organizational and time-management skills.
- Capable of troubleshooting basic mechanical issues and performing general maintenance.
- Not afraid of heights and physically able to lift up to 50 lbs.
- Valid driver's license with a clean driving record.
- Ability to manage multiple tasks in a dynamic, evolving environment.
- Comfortable using hand tools, small machinery, and performing physical labor.

Preferred Skills & Experience

- High school diploma or equivalent required.

- Experience or interest in gardening, landscaping, or sustainable agriculture.
 - Familiarity with landscape maintenance equipment.
 - Demonstrated ability to work collaboratively with diverse groups, including youth and volunteers.
 - Strong communication and interpersonal skills.
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To Apply:

Please submit a resume and a brief statement of interest to Sara Churgin at Sara@easternriconservationdistrict.com. Please also provide 3 references for past employment. Applications will be reviewed on a rolling basis until the position is filled. Background check required.