



Agriculture Program Coordinator

Job Description

Status: Full-time (35-40 hours a week)/Compensation Based on Experience

Reports To: Agriculture Programs Director

Organization Description: In partnership with program partners, the Agriculture Program Coordinator will provide programmatic support and connect incubator farmers to resources in the Syracuse Refugee Agricultural Program (SyRAP). SyRAP is a training program and incubator farm for refugees who are interested in starting their own farming business or acquiring farmland. Farmers are given incubator plots at Salt City Harvest Farm or Matthew 25 Farm after year two. Farmers go through three years of ENL, agriculture, gardening, marketing, and business training before they lease or buy land on their own. This individual will be an employee of Refugee and Immigrant Self-Empowerment (RISE). RISE advocates and promotes self-sufficiency through employment, education, social support and economic independence for members of the refugee and immigrant communities in Onondaga County, NY. It is anticipated that this position will start in October of 2021.

Position Summary: This is a position at RISE who has a partnership with Salt City Harvest Farm, Matthew 25 Farm, and Cornell Cooperative Extension. The successful candidate should have the ability to work independently, prioritize tasks, have experience working with people from other cultures, anticipate issues, be flexible, open-minded, and develop solutions. In addition, an ideal candidate would have experience working on farms. The Agriculture Program Coordinator will be required to work with a wide variety of individuals and organizations, including farmers from multiple countries, other farms, and partners. The successful candidate must have a sincere interest in agriculture, food justice, working with different cultures, decreasing food insecurity, and increasing self-sustainability.

Responsibilities: Duties of the Agriculture Program Coordinator include, but are not limited to:

- Support planning, implementation, and growth of SyRAP activities
- Ensure all grant policies and procedures are fulfilled
- Help build positive relationships with partner organizations
- Develop relationships with farmers
- Manage communications with farmers and interpreters
- Manage supply, processing, and storage of produce
- Ensure compliance with food safety policies
- Manage SyRAP website
- Organize and recruit volunteers
- Other duties as assigned by the Agriculture Programs Director and RISE Executive Director
- Some evening and weekend hours may be required depending on farmers schedules

Requirements: Prerequisites of the Full-time Agriculture Program Coordinator include:

- Bachelor's degree in related field or equivalent experience
- Driver's License
- Self-directed individual with the ability to work independently, with minimal supervision, as well as collaborate with others in a team setting
- Proficiency with basic software and technology including MS Word, Excel, Google Drive, Google Sheets
- Must excel at record keeping and data management
- Outstanding leadership ability and communication skills
- Ability to be flexible, solve problems as needed, and manage competing priorities
- Experience with communicating with a diverse group of individuals
- Deep passion and commitment to connecting both marginalized and privileged communities to sustainable agriculture
- Ability to drive, have a clean driving record, and lift 50 lbs

Preferred Qualifications:

- Ability to speak and understand another language
- Experience working on a farm
- International travel experience
- Experience with and passion for community and personal development

Application Instructions:

Please send a cover letter, resume/CV and contact information to bcolebrook@syracuserise.org by Sept. 10th, 2021.

RISE is a 501c3 nonprofit organization dedicated to advocating and promoting self-sufficiency through employment, education, social support and economic independence for members of the refugee and immigrant communities in Onondaga County, NY.

RISE is committed to providing equal opportunity employment opportunities to candidates and employees without regard to race, religion, creed, sex, sexual orientation, or national origin of citizenship.