

1-7-21 Farm Events Manager, Sarvodaya Institute, Pomona, 2-6-21 deadline

Job Title

Farm Events Manager

Agency

Sarvodaya Institute

Location

Pomona, CA

Pay Rate

Commission

Responsibilities

- The Farm Events Manager will schedule and manage events at Sarvodaya Farms.
- Our farm is a community space, and we host events regularly to promote community health and learning. Currently, we host just two events regularly, a monthly farm workout and a weekly meditation class.
- The Events Manager will be working to increase our offerings of events and classes to include a wide range of desired and important topics for our community.
- Events/topics we hope to include are: art workshops, healing circles, music circles, gardening therapy, cooking, dinners, and more!
- The Events Manager will be responsible to:
 - Find hosts/teachers for events and workshops
 - Schedule and finalize events and workshops
 - Publicize events via social media and e-newsletter
 - Prepare farm as venue for events
 - Orient new hosts/teachers to the farm
 - Ensure farm is clean, closed and secured at end of each event

Required Knowledge, Skills and Abilities

- Significant experience with gardening and farming in several forms: propagation, maintenance, soil health, tree care, vegetable growing, irrigation
- Passion for plants, gardening and healing
- Compassion: ability to recognize others where they are and provide space and nourishment for growth
- Open and honest communication including admitting to mistakes made, speaking up against unfairness and injustice, ability to praise and uplift
- Experience and knowledge in creating and maintaining irrigation, specifically using PVC and drip tubing
- Sales: ability to sell, know your product and your customer and match them together
- Technology use: must have smartphone and be comfortable using various apps. We primarily use Shopify, Shopify POS, and Rachio

- Time management & organization: position has various challenging responsibilities. Nursery must be maintained neat and organized.
- People management: ability to direct other staff and volunteers
- Languages: English required, Spanish appreciated

Desired Knowledge, Skills and Abilities

- This position requires significant social skills and networking. We are looking for someone with ties to our local Pomona and Los Angeles community, who can bring in local teachers and hosts for events and workshops at our farm.
- In addition to social skills, this position will require some technological know-how to add events to our online scheduling system and publicize events via our social media and newsletter.

Application Mode

<https://sarvodayainstitute.org/pages/farm-events-manager>

Application Deadline

February 6, 2021

Contact for further information

rishi@sarvodayainstitute.org