

## **JOB ANNOUNCEMENT – CALIFORNIA FARMLINK**

Central Valley Program Associate (Part Time)

**Status:** Part Time, Non-Exempt  
**Reports To:** Central Valley Program Coordinator  
**Primary Office:** Sacramento, CA  
**Salary:** \$15 - \$20 per hour commensurate with experience

*Join California FarmLink's programs team to support California farmers and vibrant local food systems. As a certified Community Development Financial Institution (CDFI), FarmLink is nationally recognized in its focus on supporting the land and capital needs of next generation farmers.*

*We believe that access to land, capital and business education are the foundation of sustainable farm businesses that can create wealth while conserving natural resources. Successful farm and ranch businesses support healthy and equitable rural communities, resilient food systems, living-wage jobs, and healthy working lands that provide both incomes and ecosystems services.*

### **JOB SUMMARY:**

The Central Valley Program Associate will support program staff in assisting farmers with land access, succession, financing and other business management advising. The Associate will assist with new client intake, outreach to farmers and local community partners, and planning workshops and other events. This position will gain on-the-job experience serving small, family farms across the Central Valley, and offers opportunities for growth.

The ideal candidate will demonstrate a strong work ethic, ability to take initiative as a self-starter and contribute to a collaborative work environment. This job is part time, averaging 20-25 hours a week, with the possibility of full-time engagement in 2020.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist Program Coordinator with day-to-day operations of FarmLink programs
- Promote FarmLink programs and services including, but not limited to: farmer and landholder linking services, technical assistance, intergenerational farm transition, educational workshops, and farm loans
- Assist new landseekers, landholders and succession clients with online form submission, online profile creation, and initial intake inquiries to assess technical assistance needs
- Conduct outreach and assist with organizing workshops and events for young and retiring farmers representing all of the local agricultural community, including underserved and minority farmers
- Assist in advancing projects in collaboration with partner groups to facilitate public investment in land access for the next generation of family farmers
- Conduct research for program development, and assist in writing grant reports to funders
- Write articles and informational content for California FarmLink's newsletter, website and social media sites

- Perform routine clerical work, including correspondence and data entry

## POSITION REQUIREMENTS

- Bachelors or associates degree, or demonstrated current progress toward a bachelor's degree or post-secondary degree strongly preferred. A major in agricultural business, finance, or economics is not required, but highly desirable
- Interest in, and commitment to, the future of California agriculture
- Ability to complete self-directed projects with minimal day-to-day supervision;
- Ability to work in a team atmosphere
- Oral communication skills, including the ability to serve clients in person and over the phone in a courteous and professional manner
- Writing skills, including the ability to prepare professional letters, newsletter articles, and reports
- Computer skills including experience with word processing, emails, spreadsheet, and presentation software programs, Salesforce or other CRM database programs, internet browsers, "cloud computing"
- Possess a valid California driver's license
- Ability to travel locally on a regular basis, maintain a flexible schedule; and occasionally travel outside of the Central Valley region for trainings, workshops, or conferences requiring overnight stays
- Ability to get along with people representing a variety of personalities and backgrounds

Highly desirable:

- Bilingual, with the ability to communicate the written and spoken word in **English and Spanish or Hmong**
- Demonstrated knowledge in farm/ranch management, real estate transactions, conservation easements, real estate finance, and local knowledge of crop & livestock production

California FarmLink offers a generous benefits plan, including health insurance after 60 days, employer contribution to 403b retirement plan, life insurance, paid vacation, and a family-friendly and flexible work environment. California FarmLink maintains a drug-free workplace and is an equal opportunity employer.

**How To Apply** Please email a thoughtful cover letter explaining your interest in the position and organization with resume to: [info@cafarmlink.org](mailto:info@cafarmlink.org). No phone calls please. Posted June 2019; applications accepted on a rolling basis; open until filled.

**Who We Are** The mission of California FarmLink is to link independent farmers and ranchers with the land and financing they need for a sustainable future. FarmLink helps farmers to build strong business skills, access fair financing, and establish secure land tenure. We envision a food and farming system that provides equitable access to economic opportunity in food and agriculture for skilled farmers and ranchers who are able to build and preserve wealth, and contribute to healthy food, people, and natural resources. For more info: [www.cafarmlink.org](http://www.cafarmlink.org)