



a 501(c)3 organization since 2012

Apprenticeship-style learning and jobs in a neurodiverse community.

## **Assistant Farm Program Manager**

*Pay Range: \$18 - \$22/hr, depending on experience*

*Hours: Part-Time, W-2*

Do you have some experience with gardening or farming? Do you have strong organizational skills, a willingness to learn the details of garden production, and an interest in leading small teams? Legacy Farms is looking for applicants interested in stepping into an Assistant Management position, where they can learn leadership skills, floral production, and garden management on the job. This position is part-time with flexible hours, and offers a great opportunity for growth in both vegetable and flower farming!

Legacy Farms is a 501(c)3 non-profit with gardens on the grounds of Temple Hall Farm Regional Park and Fabboli Cellars, just outside of Leesburg. Our neurodiverse team of staff, mentors, and apprentices grow and deliver herbs, flowers, and vegetables to area businesses, CSA customers, and food pantries. The nonprofit offers a vocational training program for neurodivergent individuals ages 16 and up, focused on mentoring job skills, increased self-awareness, and personal development. Legacy Farms is launching a profit-focused flower business based on its two-year track record of delivering a robust floral CSA called Legacy Blooms. The objective of this floral business, over time, will be to generate revenue sufficient to self-fund the nonprofit's vocational training programs and goals for supporting neurodiversity.

We are seeking a Assistant Farm Program Manager that can oversee the health and basic maintenance of approximately 1 acre of growing space split between our gardens at Temple Hall and Fabboli Cellars on Limestone School Road, and also lead the garden production processes specific to the new floral business at both locations and our production barn on Spinks Ferry Road. This is an excellent opportunity for an individual interested in learning on the job and expanding their experience with small-scale farm production in an entrepreneurially focused nonprofit environment.

Legacy Farms is unique in that both its vocational program and revenue-generating flower business focus on a relational work model, including mindfulness and positive personal interaction. Staff positions are offered in an organized, prepared environment that creates the conditions for leadership and initiative to emerge organically. This position offers an exceptional growth opportunity for an individual interested in working with a Loudoun-based nonprofit and learning as they participate in the launch of a new floral business, with many creative opportunities over time.

### **Overview:**

The Assistant Farm Program Manager works with and reports to the Executive Director who is in charge of overseeing the nonprofit, and the development and launch of Legacy Blooms revenue-generating program. The person in this position will also support the Director of Operations for the core educational/vocational arm of the nonprofit, to assist with the health and maintenance of garden fields that support both programs.

The Assistant Farm Program Manager is responsible for the day-to-day field operations of all vegetable, herbal, and floral gardens, as well as production and storage areas used to create product. He or she will work collaboratively to assess needs, meet labor demands, and ensure the successful production of various crops. This position will require supervision of 2-3 floral production field workers, and periodic apprentices and volunteers to ensure productivity and personal engagement. A growth opportunity for this individual will also be to collaborate on expansion, design, and production of future sites and corresponding new launches of greenhouses, high tunnels, coolers, production facilities, and agricultural fields.

**Apply by emailing your resume and letter of introduction to: [Lyoung@legacyfarmsvirginia.org](mailto:Lyoung@legacyfarmsvirginia.org)**



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This position is being offered during Legacy Farms' foundational year for launching our Legacy Blooms revenue-generating pilot alongside our established vocational program, and as such offers the opportunity to be a founding member of an emerging nonprofit initiative with an opportunity to contribute to the definition and development of long-term growth goals.

#### **Duties and Responsibilities:**

- Manage workflow of both garden sites, and assume responsibility for prep, planting and harvest schedules.
- Independently prioritize daily and weekly work tasks to ensure delivery of floral product. Check in daily with Executive Director to suggest priorities and review completed tasks.
- Work with new and experienced farmers of various ages, abilities, and backgrounds to meet garden and product goals.
- Work alongside field workers to complete floral deliverables. This includes bed preparation, planting, weeding, thinning, cultivating, pruning, trellising, harvesting, prepping product, loading, delivering, and unloading, mowing, light construction/facility maintenance.
- For all gardens: work with staff to assess water needs and run irrigation systems as needed; assess fertilization and all-natural pest control needs; bed rotation to optimize harvest schedules and meet production demands
- Survey fields for weekly floral harvest forecast
- Assist in annual crop planning process, and in assessment of personnel needs to meet deliverables
- Participate in planning, and oversee site design and development of greenhouse, high tunnels, cool rooms, and new production areas.
- Once greenhouses, high tunnels, coolers, and production areas are sited, assist and co-manage propagation and maintenance
- Ensure volunteers understand Legacy Farms' mission and the role the garden program plays within it

#### **Qualifications:**

- One to two years of garden production experience (preferably floral, but not required) and/or a background of study in related food, floral, agriculture or other fields with interest in hands-on garden work
- Strong organizational skills with a willingness to research, recommend and implement garden projects
- Ability to lead a small team, overseeing progress and ensuring deliverables are met
- Ability to research and organize training in areas of farm work that are new to the team and organization
- Must possess a working knowledge of floral and vegetable production concepts and ability to comprehend and implement new garden concepts and situations
- Mower, trimmer, power equipment experience preferred; ability to be trained on tractor use
- Ability to pass a Virginia background check for employment

#### **Other Beneficial Experience:**

- Experience with plant propagation, greenhouses, high and low tunnels.
- Understanding of or interest in learning about issues surrounding neurodiversity empowerment.
- Enthusiasm for entrepreneurship and small business development, and/or a background in mindfulness practice (not required, but useful in understanding our philosophy of approach)

#### **Work Environment and Physical Demands:**

- Strenuous outdoor and indoor activities throughout the growing season, beginning in February/March and extending into December.

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- Outdoor work will be performed in the morning with indoor production during the afternoon to accommodate for high heat conditions.
- Ability to lift 20-40 lbs frequently, 50 pounds occasionally
- Ability to operate equipment such as lawn mowers, string trimmers, backpack blower, and tractors
- Ability to move bulk product in the fields, from fields to production areas

**Work Schedule:**

This is a year-round, 15-25 hour per week W-2 position with possibility of expanding to a full-time position by next year. Mondays and Wednesdays, plus 1-3 other days with flexibility to determine those days and hours based on organization's need and applicant's schedule. The schedule will be heavier during the growing season from March to November. During the months of December-February, work will be balanced among required outdoor activity, indoor production, and planning. Work schedule will be adjusted as needed to accommodate the seasonal demands of production.

This position offers exceptional opportunity for growth for the right candidate interested in agriculture and flower farming, and taking a leadership position in a rapidly growing nonprofit organization in Loudoun County.

**Location:** On-site at Legacy Farms' various garden and production locations on Limestone School Road in Leesburg, Virginia and attendance at some regional farmers markets and community events related to the nonprofit mission.

Temple Hall Regional Park, 15855 Limestone School Rd, Leesburg, VA 20176

Fabbioli Cellars, 15669 Limestone School Rd, Leesburg, VA 20176

YouTube Channel: <https://www.youtube.com/@legacyfarms8195>  
[LegacyFarmsVirginia.org](https://www.legacyfarmsvirginia.org)

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