



300 E. 39th Street
Kansas City, MO
64111
www.cultivatekc.org

Job Title: Graduate Services Specialist

FLSA Status: Non-Exempt

Job Status: Part-time, Hourly

Working hours: 20 hours per week, Mon-Fri, some evenings, some weekends

Reports to: Metro Farms and Food Systems Manager

Position Summary:

Cultivate KC is looking to hire a Graduate Services Specialist to engage with the New Roots for Refugees program, a successful 4-year training and farm business incubator, by increasing our support for program graduates in the transition from the incubator farm to their own independently-owned or leased farms. The graduate services specialist will support the farmers in increasing their participation in USDA programs and offerings and will offer educational activities that support both product and market diversification for trainees preparing for graduating from the program and graduate farmers.

The Graduate Farmer Specialist will address the issue of meeting with existing graduates to identify the barriers they face when looking to expand their farming operations.

The Specialist will work directly with Cultivate KC's Metro Farms & Foods Systems manager, who provides technical assistance to urban farmers across Kansas City.

The position will also help with the development of a Scale-up Program specific to refugee businesses, focused on items not covered in our existing training program including hiring first employees, incorporating dedicated acreage for wholesale contracts into whole-farm planning and gaining access to fair financing for equipment and necessary outbuildings.

Job Requirements

- Minimum of 3 years of hands-on experience in local food and for-profit agriculture.
- Minimum of 3 years of farming experience.
- Experience with development of whole farm plans, infrastructure (including high tunnel construction, wash stands, etc.)
- Demonstrated ability to organize and manage multiple, complex projects and to impose timelines and phasing on competing priorities while remaining flexible and responsive to unexpected needs and opportunities.
- Deep commitment to small farm business success
- Enthusiasm for working cross-culturally and to work with interpreters

Responsibilities

- Work with 3rd and 4th year trainees and graduates to develop farm business plans, setting goals for infrastructure development, production, and marketing, and creating financing plans (savings, grants, loans)
- Provide technical assistance with applying for EQIP grants, infrastructure construction, etc.

- Lead a “graduation class” series for 3rd year farmers and continue with them in their 4th year to support them in the process of finding land and preparing for management of a new site
- Lead an “Advanced Farming” series open to all graduates of the New Roots program
- Improve communication and interaction with program graduates and local area resources

TO APPLY: Please send your cover letter, resume and two writing samples to resume@cultivatekc.org

PAY & BENEFITS: Pay rate is \$17.00 per hour, plus health insurance stipend, paid vacation, personal and holiday time.