



Farm Administrator and Assistant Grower

July 2026

CSNDC seeks a mission driven and initiative-taking Farm Administrator and Assistant Grower to help grow fresh, culturally relevant food while advancing community health, food access, and environmental sustainability at O.A.S.I.S. On Ballou, a non-profit urban farm in Dorchester. This position will be responsible for managing the farm's administrative tasks including record keeping, volunteer coordination, and ensuring adherence to funding obligations and relevant environmental and agricultural regulations. This role will report to the Eco-Innovation Director and assist the Farm Manager to cultivate and distribute nutrient-dense, high-quality produce throughout the community at low-to-no cost.

About CSNDC and the Eco-Innovation District

We are a grassroots community organization committed to developing affordable housing and fighting for racial and economic justice by building community power, especially low- and moderate-income communities of color in Dorchester. Through developing resident leadership, organizing in the community, promoting economic mobility services, and advocating for local environmental justice, we build collective resident power to effect systemic change and transform society.

Using sustainability as a lens for neighborhood revitalization CSNDC's Eco-Innovation Department works to facilitate Environmental justice strategies across our entire service area of 50,000 residents and currently runs the following programs:

- *The Climate Justice Alliance* educates, develops the leadership capacity of, and organizes residents to advocate for energy, environmental, and climate justice legislation and initiatives.
- *The Green Infrastructure Certification & Training* program improves employment outcomes while reducing climate related impacts for residents, with a focus on men-of-color.
- *Oasis at Ballou* is our urban agriculture site that harvests and distributes healthy, culturally relevant produce throughout the neighborhood.

CSNDC is a lead agency in the Fairmount Indigo CDC Collaborative (FICC), a 20-year-old collaborative of three local community development corporations, which have undertaken numerous affordable housing, environmental, economic development and social initiatives. The Eco-Innovation Department works very closely with FICC staff towards shared climate justice goals.

Key Responsibilities

- Develop and maintain systems and budgets for tracking farm sales, crop yields, distribution, and other key performance metrics.
- Develop and Implement compliance and operating standards and procedures to meet all applicable environmental and agricultural regulations.
- Maintain accurate farm records and prepare reports to support operational planning, program evaluation, grant reporting, and compliance requirements.
- Act as a first point of contact for suppliers, customers, and volunteers.
- Coordinate the farm's volunteer program, including maintaining volunteer registration systems, scheduling volunteer workdays, tracking participation, ensuring completion of required forms and waivers, and supporting a positive volunteer experience.
- Play a key role in managing and implementing events that take place at the farm, including daily workdays.

- Manage farm inventory systems, including tracking, costing, and procuring seeds, tools, materials, and other farm inputs in collaboration with the Eco-Innovation Director and Farm Manager.
- Represent OASIS on Ballou at webinars, partnership events, meetings, and conferences as directed by the Eco-Innovation Director.
- Assist in developing Ballou's crop plans and standard operating procedures.
- Under the supervision of the Farm Manager, assist in all aspects of food production including grow bed preparation, seeding, transplanting, fertilizing, integrated pest and weed management, harvesting, washing, and packing produce.
- Staff farmers' markets and farm stands in coordination with the Farm Manager.
- Serve as the primary driver for the farm truck and maintain the truck according to agency policy.
- Participate in a collaborative, all-hands-on-deck team environment by supporting Eco-Innovation programs, events, outreach efforts, and special projects beyond the farm as needed and assigned.

Qualifications:

Our ideal candidate will be an organized individual, with a deep commitment to racial equity, diversity, and inclusion, who has many of the following skills and experience:

- Strong numerical and accounting skills.
- Strong Problem-solving, record-keeping, and time management skills.
- Minimum of 2-5 years of hands-on agricultural management or crop production experience.
- A deep appreciation for the art of growing, caring, and harvesting produce.
- The ability to get trained and become a Certified Green Infrastructure trainer through the National Green Infrastructure Certification Program (NGICP).
- Ability to accurately follow instructions and effectively communicate.
- Ability to stand for extended periods during a workday, lift, carry, and move fifty (50) pounds, and work in a greenhouse environment with varying temperatures, dirt, dust, and other allergens.
- This job is ideal for someone who is: dependable, people-oriented, enjoys interacting with people and working on group projects, adaptable/flexible, and enjoys learning from others.
- Achievement-oriented and enjoy taking on challenges.
- General computer proficiency, including comfort with email, file management, word processing, spreadsheets, and the ability to learn new software or databases as needed.
- A valid driver's license.
- Lived experience as a community member of an Environmental Justice neighborhood.
- Ability to work full time (37.5 hrs/wk), and a flexible hybrid schedule, which includes some weekends and evening work.
- *Preferred:* Bilingual in English and another language predominant in CSNDC's service area.

Compensation and Benefits

Base salary for this position is \$62,000. Salary is commensurate with experience. CSNDC offers a competitive benefits package.

The Selection Process

To apply, email your resume and cover letter to jobs@csndc.com with "Farm Administrator and Assistant Grower Application" in the subject line. Please include your full name in the file names for both your resume and cover letter. Applications will be reviewed upon receipt. Applications received by 24th of July will be given priority. CSNDC is an equal opportunity employer committed to building a diverse staff.