



Lexington Community Farm (LexFarm) seeks a Farm Coordinator to manage its farm stand and the financial aspects of its farm operation. This is a great opportunity for candidates looking to get leadership experience creating, implementing, and managing a business plan with a social mission.

LexFarm is a non-profit with 501(c)3 status, which leases and operates Lexington Community Farm, a 7-acre parcel of historic farmland recently acquired by the town. LexFarm is in its second year operating its community farm and roadside farm stand. The farm stand's location in the heart of a residential area offers great potential to serve its neighbors and generate revenue. The organization has made substantial improvements to the farm and farm stand infrastructure and is continuing its efforts to improve its model of healthy food production that is both environmentally and fiscally sustainable.

LexFarm is looking for a creative and hardworking self-starter to fill the role of Farm Coordinator. Experience managing a retail establishment and bookkeeping for retail or a non-profit is required. The Farm Coordinator should have a drive and a vision to stock the farm stand with healthy and sustainably produced goods to complement produce from the farm and our 200 share CSA. We are looking for a Farm Coordinator to start immediately to prepare the farm stand for a late spring opening, as well as to develop an innovative and responsible plan for the growth of the farm stand. The Farm Coordinator will also need to maintain a bookkeeping system to track expenses and sales and provide monthly reports to the LexFarm Board of Directors. Ideally, the farm stand will be an outlet for healthy food for the community as well as a stream of revenue that can be used to fuel the greater mission, programs, and farm infrastructure operated by the LexFarm organization.

This position will have flexibility and autonomy over farm stand operations, coordinating with the Farm Manager and reporting the LexFarm Board of Directors. In addition to operating and bookkeeping for the farm stand, the Farm Coordinator will:

- Play a role in distributing LexFarm's market-style CSA
- Manage bookkeeping related to membership fees, donations, and program fees;
- Manage payroll;
- Undertake some administrative tasks for the organization
- Communicate about LexFarm's broader goals of sustainable land use, local and organic food, and food security with shareholders, members, and the general community when they enter the farm stand.

The Farm Coordinator is a three-quarters time position, with anticipated 40 hours per week during May-October and 20 hours per week during November-April. The farm stand is open Wednesday-Sunday, but there will be some opportunity for weekend days off through coordination and sharing of duties with the farm manager.

Salary and benefits are commensurate with experience.

To apply for the job, please submit a cover letter and resume to: employment@lexfarm.org