



Farm Incubator Program Manager

Organization and Program Description:

Wasatch Community Gardens (WCG) is a community-based, nonprofit organization dedicated to empowering people to grow and eat healthy, organic, local food. Since 1989, we have provided children, adults, and families in Salt Lake County with access to land and education for growing and eating fresh produce, while building and nurturing community connections through gardening and healthy food. We accomplish this through six main programs: Advocacy & Justice, Community Gardens, Education, Job Training, Volunteers, and Youth and School Gardens.

Overview:

The Farm Incubator Program Manager reports to the Job Training Program Director and is responsible for shaping and managing the daily operations of WCG's new Farm Incubator Program (FIP). This program is actively being designed in response to community demand and feedback regarding the struggles and successes urban farmers experience while growing in Salt Lake County's urban areas. By providing education, land access, job training, and community resources, WCG is building an education and support system to encourage new and existing organic vegetable farmers to enter (and stay) in the field and build our local food system. In 2026, the FIP Manager will be heavily involved in continuing to develop the program's processes, informing design of growing and education sites, and cultivating a network of supporting resources both internally and with external organizations. The FIP Manager will work closely with existing WCG staff to shape the program's day-to-day operations and manage farm incubator sites.

This position requires experience in program development, foundational organic farming knowledge and skills, teaching experience, and a passion for sharing knowledge with others.

Primary Responsibilities:

Program Development & Management - 40% (~16 hours/week, variable with seasons and throughout development stages)

- Cultivate and manage relationships with existing local organizations (nonprofits, social service agencies, government institutions, etc.) to support land access, business development, educational programming, etc.
- Work collaboratively with WCG staff, Salt Lake City, and/or other local governments to review and select new incubator farmer sites beginning in 2027
- Collaborate with WCG Agriculture Operations team on design and maintenance of incubator site infrastructure to support farming and programming
- Manage program budget
 - Track expenses, submit reimbursement requests, and report on monthly spending
 - Work closely with supervisor to inform and create budget requests for programming, operating, and staffing costs
- Support Marketing and Communications team in outreach and media relations
 - Identify opportunities to increase visibility of Farm Incubator Program

- Utilize Joomla platform to communicate programming opportunities through WCG's website and keep program information up to date
- Participate in strategic planning to ensure programming is mission-driven, aligned with WCG's values, and responsive to community needs
- Facilitate outreach and recruitment of program participants and community feedback
- Ensure a safe, inclusive, and engaging environment for diverse adult participants across all programming

Program Facilitation - 40% (~16 hours/week, variable with seasons)

- Develop and provide year-round technical assistance to support farmers in organic vegetable production and skill-building. Based on farmers' needs, manager may be responsible for teaching and mentoring around topics such as (but not limited to):
 - Organic growing principles and practices
 - Crop planning
 - Greenhouse production
 - Seedling production
 - Crop planning
 - Irrigation system selection & maintenance
 - Weed and pest management
 - Soil health management
 - Equipment selection and maintenance
 - Record-keeping and data-informed decision making
- Collaborate with Agriculture Operations team regarding ongoing management of Farm Incubator Group Site in line with WCG standards and policies
- Ensure farmers and program participants are upholding their responsibilities as students and land stewards in compliance with land use and program agreements
- Coordinate guest instructors and other subject matter experts to bolster support and skill-building for farmers in topics outside of FIP Manager's expertise. This may include (but is not limited to) topics such as:
 - Farm business development & planning
 - Organic flower, seed, and fruit production
 - Livestock integration following organic principles
- Coordinate with local farmers to support apprenticeships and peer-to-peer learning for community members
- Maintain communication with program participants throughout all stages of the program

Evaluation and Reporting - 10% (~4 hours/week)

- Facilitate data collection and reporting for incubator programming (CiviCRM, participant feedback surveys, etc.)
- Manage data for program activities using CiviCRM database
- Document program activities with photographs, written protocols, and reports
- Conduct regular evaluation of programming delivery, effectiveness, and impact to inform further program development
- Report on programming activities, participant numbers and demographics, etc. annually and as needed to support Development team

Additional Responsibilities (10%, ~4 hours/week, variable with seasons)

- Participate in WCG events and general staff responsibilities
- Engage in continuing education around organic urban farming, program development and management, etc. to increase knowledge and develop skills

- Attend and actively participate in staff meetings, director meetings, team meetings, staff workdays, and trainings
- Collaborate with other WCG programs and Departments

Required Qualifications:

- Bachelor's degree in agriculture, horticulture, environmental studies, or related field; demonstrated experience in horticulture and/or farm-based education also considered
- Significant experience in organic vegetable farming and sustainable food production; demonstrated leadership/management in farm operation preferred
- Commitment to learning about and practicing anti-racism, inclusion, and equity in food justice
- Ability to work effectively with diverse community members in individual and group contexts
- Experience teaching diverse adult learners
- Three or more years of program delivery and management experience
- Ability to handle conflict professionally and navigate contentious situations
- Positive and flexible attitude, ability to solve problems creatively, willingness to ask for help
- Basic computer skills including MS Office, Google suite, and Apple operating systems
- Ability to work evenings and weekends
- Reliable method of transportation, and ability to travel throughout Salt Lake County to attend community meetings and events
- Ability to accomplish physical tasks of farm management - bending, kneeling, reaching, lifting and carrying 50+ pounds, etc.

Preferred Qualifications

- Written and spoken fluency in another language aside from English - Spanish preferred
- Professional mediation experience
- Ability to work with and maneuver in bureaucratic systems
- At least 3 years experience working in the community non-profit or advocacy world
- Experience working in or with local government
- Familiarity with local resources (gardening, community, business, etc.)

Hours and Information:

This is an exempt position, full-time (40 hours per week), with the schedule varying throughout the season. This position may require some evenings and weekends.

Salary and Benefits:

Compensation will be commensurate with qualifications and experience with a hiring and salary growth range of \$45,000-\$50,000. Includes health insurance with HSA option, 401K, paid holidays, sick and vacation leave, and access to garden produce.

This position is non-exempt.

To Apply:

Please email the following materials to openings@wasatchgardens.org:

- Resume
- Names, titles, and phone numbers of three professional references
- Short response (one page total) to the following items:
 1. Why are you interested in this position?
 2. What strengths will you bring to our team and this position?

Please put **"Farm Incubator Program Manager"** in the subject line of your email. Applications will be accepted until 9:00am, Tuesday, January 20, 2026. **Applications without references and responses to the questions above will not be considered.**

Final applicant may be asked to submit to and clear a background check in order to work with program participants.

People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply. WCG is committed to providing equal employment opportunities for all employees and applicants for employment based on individual qualifications and without regard to race, religion, gender, age, national origin, mental or physical disabilities, sexual orientation, or any other similarly protected status. It is our policy to comply with all applicable laws governing employment practices and not to discriminate on the basis of any unlawful criteria. WCG values the diverse backgrounds of its employees and works to create an open atmosphere of trust, honesty, and respect. WCG is an equal opportunity employer and does not discriminate in its employment decisions.

The statements herein are intended to describe the general nature and level of work performed by employees, but may not be a complete list of responsibilities, duties and skills required of personnel so classified. No contract, either express or implied regarding the procedures, terms, conditions or duration of employment is created by this Job Description.

At WCG neither the employee nor the organization is committed to an employment relationship for a fixed period of time. **Employment with WCG is at-will. Either the employee or management has the right to terminate the employment relationship at any time, for any reason. The language used in this job description and any verbal statements by management are not intended to constitute a contract of employment, either express or implied, nor is there a guarantee of employment for any specific duration. The at-will nature of your employment is not affected by any of the guidelines of this job description and cannot be modified by any oral promise from any supervisor or by any other writing, unless duly executed by the employee and the Executive Director.** Except for the at-will nature of the employment, the organization reserves the right to suspend, terminate, interpret, or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits or other programs of WCG. These changes may occur at any time, with or without notice.