

## **JOB POSTING: Community Property Manager (part-time)**

The [Urban Farming Community Land Trust](#) (UFI CLT) is seeking a **self-directed, personable, knowledgeable, detail-oriented** individual **to oversee the maintenance, management, and community engagement** of our urban farm sites in Mattapan, Dorchester, and Roxbury.

**Hours:** 20 hours/week, flexible scheduling

**Location:** Fowler Clark Epstein Farm, 487 Norfolk St, Mattapan

**Start Date:** ASAP

**Compensation:** \$30/hour, plus part-time-equivalent vacation benefits

### **Responsibilities:**

- *Property Maintenance*
  - Manage site maintenance (e.g. snow removal, fence repairs, perimeter weeding) and equipment maintenance, including cost estimating, contractor bidding and oversight, and lessee billings
  - Open and close sites at start/end of season, and ensure sites are visually appealing year-round
- *Property Management*
  - Manage recurring bills and expenses (e.g. water, electricity, property taxes)
  - Maintain property insurance and ensure sites meet safety and liability standards
  - Recruit applicants to lease farm sites, oversee selection and leasing, manage ongoing lessor-lessee relations including revenue collection
  - Coordinate technical assistance required by lessee farmers, and address any lessee practices that do not support sustainable soil health or other site requirements
  - Coordinate site capital improvements (e.g. fencing, drainage systems) as needed
- *Community Stewardship*
  - Conduct community relations for each farm site, including ongoing communications with neighbors, and hosting of engagement events
  - Oversee communications and resolve conflicts with lessees, the city, and neighbors
  - Create and manage neighbors advisory group for each site
- Administrative work as necessary (e.g. maintenance of detailed financial and communication records)

### **Requirements:**

- 5+ years of experience in general property management
- General understanding of farming, gardening, OR landscape management practices
- Strong organization, communication, and community relations skills
- Comfort with Google Docs, Microsoft Word/Excel, or equivalent platforms
- Use of your own vehicle
- Live in or close to our sites in Mattapan, Dorchester, and Roxbury
- Key Characteristics: driven, self-motivated, self-directed, eager to learn, personable, attentive to detail, flexible, trustworthy

### **About the UFI Community Land Trust:**

The mission of the Urban Farming Community Land Trust (UFI CLT | [urbanfarminglandtrust.org](http://urbanfarminglandtrust.org)) is to promote and protect urban farmland, and to ensure that decisions about this land remain in local control.

**To Apply:** Please be sure to read this posting thoroughly. If interested, please email your cover letter and resume to [assistant@davemadan.com](mailto:assistant@davemadan.com), with the subject line "Community Property Manager Application". We welcome diverse candidates and Boston residents to apply. Thank you.