

Farmer Training Senior Program Administrator Tufts University

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Posted Sep. 11, 2025, set to expire Jan. 23, 2026

Job Title	Farmer Training Senior Program Administrator
Department	New Entry Sustainable Farming Project
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Agronomy/Plant & Soil Sciences Agricultural Extension Agricultural - General
Job Website	https://jobs.tufts.edu/jobs/22303?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

[New Entry Sustainable Farming Project](#)'s (New Entry) trains and supports new farmers, encourages resilient farming practices, facilitates access to local food and farm products, and builds strong support networks for diverse agricultural communities. New Entry provides critical training, career development, and economic opportunity to new farmers. We are seeking an entrepreneurial individual to lead our farmer training team and build programs that guide beginning farmers from “dreaming about farming” to actualizing their plans and pursuing economically viable agricultural careers in New England.

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What You'll Do

The Farmer Training Senior Program Administrator leads the New Entry Farmer Training Team, developing and implementing strategic goals for beginning farmer education. This role oversees program, grant, and financial management, staff supervision, curriculum development, and the Incubator Training Farm campus. The position also includes direct teaching, technical assistance, and national outreach. The Senior Program Administrator will:

- Lead strategic planning and evaluation for farmer training programs
- Develop and manage grants, budgets, and oversee progress and financial reporting
- Supervise staff and support hiring, training, and performance reviews
- Oversee farm site operations and infrastructure
- Develop and teach bilingual (Spanish) and inclusive curricula
- Expand online and in-person training programs
- Oversee program monitoring, evaluation, and farmer progress
- Represent New Entry at conferences and national forums
- Identify policy opportunities to support beginning farmers

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Advanced degree or 5+ years of program management experience
- 3+ years of supervisory experience
- Agricultural training and hands-on farming experience
- Experience in grant writing, grant management, budgeting, and financial management
- Proven ability to develop and deliver adult education curricula
- Experience managing shared farm sites and equipment
- Strong leadership, organizational, and communication skills
- Ability to work independently and in a dynamic team environment
- Proficiency with technology and data tracking

Preferred Qualifications:

- Fluency in Spanish or other languages

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- Experience with immigrant, refugee, and underserved communities
- Familiarity with technology and tools like spreadsheets, Salesforce, Project Management, Canvas (online learning management software), Canva, etc.
- Strong public speaking and interpersonal skills
- Community organizing and cross-cultural experience

Special Work Schedule Requirements:

Access to reliable private transportation is necessary; willingness to travel nationally; willingness and ability to work a flexible schedule, including evenings and weekends; willingness to work outside in all weather conditions on a farm.

Pay Range

Minimum \$65,900.00, Midpoint \$82,300.00, Maximum \$98,800.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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