

Office Manager 2019

Aspen Moon Farm is in search of a Part-time Office Manager. Duties would primarily be in the office along with some varied tasks to keep the general operation of the farm running smoothly. We are a small Family Run business in search of the right person to help us handle the "behind the scenes" work. This is a great position for a good farmer who wants out of the field.

We desperately need someone TECHY! Please help us farmers!

Technical goals for 2019: assist the Farm in continuing to transition to Farm Software for production record keeping, organic certification, crop planning, etc... (we have way too many glitchy excel spreadsheets that don't communicate with each other); expand the use of our current CSA software to include Ecommerce; update our website to reflect pertinent seasonal information.

Duties would include: email and phone correspondence, Accounts payables/receivables, Quickbooks entries, ordering supplies, communicating with wholesale accounts, assist organizing the CSA, use the CSA software, running errands, assist with payroll (though the bulk of payroll is outsourced), maintaining personnel files, general business paperwork, managing FSA paperwork and NRCS grants, support for staff needs, being willing to jump in where needed. Must be proficient in Excel, Word, Outlook and mobile device technology. Some familiarity with Quickbooks is a plus. Marketing experience is a plus. Must be able to prioritize tasks and work independently. Some type of organic farm experience (or being a customer or CSA member) is preferred. Previous experience with FSA and NRCS is a huge plus. If you don't know what arugula is, please do not apply!☺ Ideal hours are 25-30 hours/week. Some flexibility exists in creating the schedule, ie could be M-F 9am-2pm OR M,W,F 8-4. Maybe a little more in summer and a little less in winter. We like to close mid Dec- mid Jan.

In 2019 we are building 2 barns and remodeling a house so we are working with subs, engineering, and lots of county regulations. Familiarity with building projects also a huge plus.

This is a very valued position. Be part of a small company of dedicated staff who are passionate about the good hard work we do for a community we care about. Please send Resume and Work References (preferably your most recent employers) via email if interested. Please allow 2 weeks for us to respond. This is because we have always had a such an immense response for this position that it takes us a while to review all of the information that comes in (especially because it is just a couple of us here in the office trying to do everything and wishing for more help!)

Pay: \$15-17/hr. plus a weekly CSA share is provided.