

## **Operations Manager: Part-time or Full-time**

Aspen Moon Farm is in search of an Operations Manager. Duties include administrative and 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 balance of admin/computer work & hands on/physical work.

Duties would include: managing email (lots of emails), managing the CSA software, assisting in organizing the CSA, assisting with payroll (though the bulk of payroll is outsourced), maintaining personnel files, new employee documents, general business paperwork (FSA, NRCS, organic certification, insurance, grants, market applications), updating our website to reflect seasonal information, some marketing, working with Square Point of Sale software, communicating with wholesale accounts, running errands, managing FSA paperwork and NRCS grants, supporting staff needs, being willing to jump in where needed. Must be proficient in Excel, Word, Google docs, Outlook and mobile device technology. "Techy" 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. Familiarity with vegetables is a must. If you don't know what arugula is, please do not apply!☺

Some flexibility exists in creating the schedule, some hours can be done remotely. Laptop provided. Some direct customer service and /or CSA distribution, work in the packhouse, Farmers market/farmstand is available depending on how many hours/week are desired. Hours tend to need to be a little more in Spring/Summer and a little less in winter. We like to close mid Dec - mid Jan. 30 hr/week minimum from April-November. Need to be on the farm 4 days/week during peak season, 1 day can be from home (likely Mondays).

We hope to have someone start before the end of October to train with our current Operations Manager who will be going on maternity leave at the end of the season. We can be more flexible on timing/availability for these Fall/Winter hours. We want someone who can commit to working with us for the entirety of the 2023 season at a minimum.

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. Send a resume, cover letter, and work references (preferably your most recent employers) via email to [info@aspenmoonfarm.com](mailto:info@aspenmoonfarm.com). Please give examples of how you've demonstrated leadership in a previous work setting and why working on the farm would be a good fit for you. Please allow two weeks for us to respond as we expect a high volume of applicants for this position.

Pay: \$16-20/hr, based on experience plus a weekly CSA share is provided.