



# VIVA FARMS

## Sales & CSA Coordinator

**Reports to:** Sales & Education Manager

**Wage & Benefits:** Health Benefits (75% paid by employer), 403(b) retirement program, Paid-Time Off including Holidays  
Wage- \$19-\$23 per hour, depending on experience

**Term:** Full-time Hourly

**Location:** In person

Viva Farms is a non-profit Farm Business Incubator and Training Program. We empower beginning and limited-resource farmers by providing bilingual training in holistic organic farming practices, as well as access to land, infrastructure, equipment, marketing and capital.

Viva Farms is committed to maintaining a welcoming, respectful, and inclusive environment for its diverse community of farmers, staff, students, volunteers, and partners. Viva Farms provides equal opportunity for its programs and activities and does not discriminate against individuals on the basis of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military or veteran status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws. We welcome and encourage applications from people of all backgrounds.

### **Position Overview**

The Sales & CSA Coordinator will play an important role in the implementation of Viva Farms' Sales Program. This position will collaborate closely with Sales and Education Manager to coordinate wholesale sales and operations, as well as take a leadership role in overseeing Viva Farms' community supported agriculture (CSA) program. The ideal candidate for this position has excellent organizational skills, experience working with small-scale farmers and/or with farm-fresh produce, experience in produce sales, and demonstrated interest in sustainable agriculture.

### **Essential Responsibilities**

1. In collaboration with the Sales and Education Manager, ensure effective sales operations, including customer communication, purchasing and aggregation, quality control, and delivery logistics.
2. Ensure success of CSA program by overseeing CSA pack, coordinating volunteers, coordinating delivery, and maintaining prompt and friendly communication with customers and CSA pick-up sites.
3. Maintain CSA customer records and coordinate customer payments.
4. Coordinate wholesale sales, including communicating with wholesale customers, receiving orders, coordinating delivery, and building pallets of boxed produce in our cooler.
5. Clerical and administrative support, including creating and printing invoices, purchase orders, and produce labels.
6. Coordinate purchasing of farm products, maintaining database of current produce availability, placing orders with farmers, receiving product from farmers, and conducting quality control of all products sold to Viva Farms.
7. Maintain honest communication with farmers and buyers and be accessible for discussions around price, market trends, quality standards, sales challenges, etc.
8. Monitor Viva's packaging store inventory and order additional packaging when needed.
9. Other duties as assigned

### **Required Qualifications**

- Demonstrated commitment to the mission of Viva Farms.

- Be a positive team player and be able to maintain a positive demeanor in a fast-paced environment.
- Strong attention to detail.
- Strong administrative and organizational skills
- Demonstrated ability to work both independently and collaboratively.
- Strong problem-solving skills and ability to stay calm under pressure.
- Strong leadership skills.
- Excellent customer service and communication skills.
- Proficiency in spoken Spanish
- Proficiency in written and spoken English
- Ability to lift 50 lbs.

### **Preferred Qualifications**

- Experience in post-harvest management and quality control of farm-fresh products.
- Experience creating marketing materials, including graphic design and social media.
- Proficiency in QuickBooks, Microsoft Suite, Google Suite, Mailchimp and Local Food Marketplace is a plus.
- Experience driving a 16-foot box truck (no CDL required).
- Experience working with farm-fresh produce in retail and/or wholesale settings.
- Proficiency in written Spanish.
- Experience working in a bilingual and multicultural environment.