



# VIVAFARMS

## Sales & Farm Business Development Coordinator

Reports to: Director of Farm Viability and Sales Manager

**Benefits:** Health, dental and vision insurance benefits (75% paid by employer), 403(b) retirement program, paid time off (~18 paid holidays and accrued vacation time), phone stipend, professional development stipend

**Wage:** \$23-\$27 per hour, depending on experience

**Term:** Full-time hourly, overtime eligible

**Location:** Skagit County

### Position Summary

The Sales & Farm Business Development Coordinator plays a key role in Viva Farms' Sales and Farm Viability Programs. This position collaborates closely with the Sales Manager to carry out critical functions that ensure smooth operation of the Sales Program, including coordinating wholesale sales, overseeing implementation of Viva's Community Supported Agriculture (CSA) program, and maintaining regular communication with farmers. Additionally, this position works closely with the Director of Farm Viability to provide technical assistance to incubator farmers on business development, capital access and land access. Due to the seasonal fluctuations of farmer priorities, this position will focus more on Sales responsibilities during the spring and summer months and more on Farm Viability responsibilities in the fall and winter months.

The ideal candidate for this position is self-motivated and has excellent organizational and communication skills, experience working with small-scale farmers, experience in produce sales, some technical business management skills, and demonstrated interest in sustainable agriculture. Fluency in Spanish and English is required for this position. We encourage applicants of all perspectives and backgrounds to apply.

### Essential Responsibilities

#### Sales Program Coordination

- Ensure effective sales operations, including customer communication, purchasing and aggregation, quality control, and delivery logistics.
- Coordinate implementation of CSA program, including leading weekly CSA pack June-November, coordinating volunteers, and maintaining prompt and friendly communication with customers and CSA pick-up sites.
- Compile and send out weekly CSA newsletters to customers.
- Coordinate wholesale sales, including communicating with wholesale customers, receiving orders, and supporting delivery logistics.
- Clerical and administrative support for the Sales Program, including creating and printing invoices, purchase orders, and labels.
- Coordinate purchasing of farm products, including maintaining a database of current produce availability, placing orders with farmers, receiving product from farmers, and conducting quality control of all products sold to Viva Farms.
- Maintain honest communication with farmers and buyers and be accessible for discussions



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around price, market trends, quality standards, sales challenges, etc.

- Monitor Viva's packaging store inventory and order additional packaging when needed.
- Other duties as assigned

## Farm Viability Program Coordination

- Provide 1:1 technical assistance to incubator farmers on business management and financial literacy topics, including: business plan development, budgeting, cash flow planning, bookkeeping, assisting farmers in preparing financial statements, tax preparation, business administration, sales and marketing, etc.
- Provide technical assistance to farmers on land access matters, including: determining land tenure preferences, property site visits, and due diligence support.
- Provide technical assistance to farmers to apply for grants and loans, including helping farmers develop project plans, prepare financial documentation, and draft applications.
- Participate in educational events related to farm viability topics and support with farmer outreach and event promotion.
- Translate resources and materials relevant to the business, land access, and capital access programs into Spanish.
- Other duties as assigned.

## **Required Qualifications**

- Fluent in Spanish and English
- Self-directed and comfortable working both independently and collaboratively
- Detail-oriented with strong administrative and organizational skills
- Excellent customer service and communication skills
- Strong problem-solving skills and ability to stay calm under pressure
- Collaborative team player and able to maintain a positive demeanor in a fast-paced environment
- Demonstrated commitment to the mission of Viva Farms
- Ability to lift 50 lbs

## **Preferred Qualifications and Experience**

- Lived experience or knowledge of communities we serve, esp. Latino farmworkers or farmers
- Business and financial acumen
- Experience with farm-fresh produce post-harvest management and quality control in retail or wholesale settings
- Experience working in a bilingual and multicultural environment
- Proficiency in QuickBooks, Microsoft Suite, Google Suite is a plus

If interested, please send a resume and cover letter explaining why you would be a great fit for this position to [jobs@vivafarms.org](mailto:jobs@vivafarms.org). Please include "Sales & Farm Business Development Coordinator" in the email subject line. We also welcome questions about the position ahead of applying. Priority consideration will be given to applications submitted by Monday, April 27th.