

# **Mountain Bounty Farm**

## Contract Description: CSA Manager

### **Summary**

At Mountain Bounty Farm we grow 10 acres of mixed vegetables for our local 250 member CSA and Farmer's Market. Our thriving small farm is nestled in the beautiful Sierra foothills, surrounded by forest and a short distance from the scenic Yuba River.

Mountain Bounty Farm's CSA Manager, who works as an independent contractor, is the "office end" of our farm. This person incorporates Mountain Bounty's culture, style, goals and objectives into their work and is responsible for communicating these ideals in all customer interactions. S/he is responsible for both recruiting customers during our sign-up periods and assists them throughout the season. S/he also manages all of the office data, including the farm's customer information, bookkeeping, paperwork and filing. While John, the Farm Manager, keeps the vegetable side of the farm running smoothly, the CSA manager ensures that the customer service and office aspects of the farm run smoothly as well.

### **Duties**

- ❖ Run payroll once monthly, gather all relevant employee information, and file all applicable monthly and year-end forms for payroll tax reporting.
- ❖ Handle all Farm bookkeeping in Quickbooks, pay bills, enter and track customer payments, and make deposits.
- ❖ Manage all customer data and contacts (Quickbooks and Excel)
- ❖ Provide budgeting assistance (Quickbooks and Excel)
- ❖ Develop and execute CSA marketing plan including media outreach, mailings, flyering, overseeing the development of our regular promotional materials, etc.
- ❖ Maintain an active facebook presence through our website/blog; coordinate significant website revisions with our web designers.
- ❖ Understand and track Farm insurance policies
- ❖ Answer phone calls (forwarded to a cell phone from the office) and emails 5 days per week. Respond to voicemails and emails on the same day. Deal with all customer service from questions and sign ups to complaints and problems.
- ❖ Manage the farm's office including maintaining all computer and physical files, purchasing and caring for office supplies and equipment, tracking pending tasks, bills and events, etc.

### **Work hours**

*Part Time, 10-15 hours/week. Contract currently for 7 month maternity leave replacement (September 2010—April 2011), but potentially longer term.*

The office manager will work at the Mountain Bounty Farm office at least one 6 hour day/week regularly and will work more during busy times (parts of April, May, November, and Dec). During busy times s/he will work up to 20 hours/week total between office and home. S/he will transfer the office phone calls to their cell phone or

add a dedicated phone line at their home in order to be available for answering calls during agreed upon times.

**Compensation:**

This position is a contract position and will receive a 1099 form at the end of the year. Compensation is commensurate with experience and based on an hourly rate.

**Application instructions:** Please email a letter of interest, resume and 3 work references to [info@mountainbountyfarm.com](mailto:info@mountainbountyfarm.com) AND [jtecklin@gmail.com](mailto:jtecklin@gmail.com). All candidates will be required to visit the farm as part of the interview process