

CAA Market Associate

Part time, hours based on CAA Market
Salary hourly rate, based on experience



The Community Agriculture Alliance (CAA) is a non-profit community organization serving the Yampa River Valley. The CAA was established in 1999 to ensure that the agricultural community can adapt to changes in the local and regional economy and still be active and vital in the Yampa River Valley for generations to come. The Community Agriculture Alliance's mission is *"To preserve the agricultural heritage of the Yampa River Valley by initiating, supporting and encouraging actions, programs and policies that mutually benefit and connect agricultural producers and consumers"*.

Job Summary

The CAA Market Associate will provide customer service and sales transactions for the CAA Market program. They will help manage the CAA Market program, related local food programs, and implement mission driven objectives. CAA staff and volunteer Board members work together to provide connections, resources, education, and support for local agriculture. CAA Market Associate reports to CAA Executive Director.

Tasks

- Staff the CAA Market during designated hours. Coordinate CAA Market sales, customer ordering, pick up, payment and customer relations.
- Provide support and communication with CAA Market producers. Assist with producer and product listings, and inventory.
- Communicate CAA membership options. Encourage increasing support. Document, track, and report monthly membership sales.
- Clean, sanitize and maintain CAA Market physical space as per regulations.
- Assist in maintaining CAA Market website including product photo's, messaging, and inventory.
- Assist with event coordination as needed.
- Assist with administrative support including weekly CAA Market deposits, Enterprise Zone contributions, donor communications, and email contact lists.
- Support CAA organizational objectives and strategic anchors.

Knowledge, Skills and Abilities Required

- Experience in sales and customer service.
- High level of organization and communication skills.
- Possess ability to work individually and as a team member
- Ability to prioritize and multi task
- Ability to establish and maintain positive relationships with wide variety of community members, customers, producers and partners
- Experience utilizing Microsoft Office, email marketing software and social media.

Materials and Equipment Used

- Community Agriculture Alliance provides office space, computers, software, land-line telephones and necessary office equipment for job-related activities.
- Employee must provide a personal vehicle for all CAA related travel and be privately insured.