

## **CAA Market Sales Associate Job Description**

Part time ( approx. 20 hrs/wk), based on CAA Market hours

Salary hourly rate, based on experience



### **Background Info**

The Community Agriculture Alliance (CAA) is a non-profit community organization serving the Yampa River Valley. The CAA'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"*. The CAA Market is a program of the CAA and serves as a local food connector between producers and customers.

### **Job Summary**

The CAA Market Sales Associate will provide customer service and manage sales transactions for the CAA Market. They will help manage the CAA Market, support local producers, provide customer service, manage product inventory, and implement mission driven objectives. All CAA staff and volunteer board members work together to provide connections, resources, education, and support for local agriculture. The CAA Market Sales Associate reports to CAA Executive Director and works with the CAA Market & Program Coordinator.

### **Tasks**

- Staff the CAA Market during designated hours. Coordinate CAA Market walk-in 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 as needed.
- Communicate CAA membership options. Encourage increasing support. Document, track, and report membership sales through weekly email communications and monthly account updates.
- Clean and organize CAA Market storefront including freezers, fridges, shelving, floors, etc
- Assist in maintaining CAA Market website including product photos, messaging, and inventory.
- Assist with event coordination as needed.
- Assist with administrative support including weekly bank deposits, donor communications, and email contact lists.
- Support CAA organizational objectives and strategic anchors.
- Work with the CAA Market & Program Coordinator on tasks as necessary

### **Knowledge, Skills and Abilities Required**

- Experience in sales and high-quality customer service.
- High level of organization and communication skills.
- Possess ability to work individually and as a team member
- Ability to prioritize and multitask
- 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.
- Enthusiasm for local agriculture and local food

**To apply for this position, please email letter of interest and qualifications  
to Michele Meyer at [michele@communityagalliance.org](mailto:michele@communityagalliance.org)**