

CAA Market Sales Associate Job Description

Part time (approx. 10-20 hrs/wk), based on CAA Market hours

Salary hourly rate, based on experience



Background Info

The Community Agriculture Alliance (CAA) is a local non-profit community organization working to promote and support agriculture in the Yampa Valley. The CAA Market is a program of the CAA and serves as a local food connector between producers and customers with retail sales of local food and products.

Job Summary

The CAA Market Sales Associate provides customer service and manages sales transactions for the CAA Market. This position staffs the front desk, assists customers, helps manage product inventory and displays, supports local producers and works to “tell the story of local food”. 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. Facilitate CAA Market sales, customer order pick up, payment and customer relations
- Provide support and communication with CAA Market producers. Assist with producer and product listings, and inventory as needed at caamarket.org
- Communicate CAA membership options. Encourage increasing support.
- Clean and organize CAA Market storefront including freezers, fridges, shelving, floors, etc
- 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 Executive Director, CAA Market, and Program Coordinators 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
- 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**