

Position Description: Sales and Outreach Coordinator

Supervision by: Kodiak Harvest Food Cooperative Board of Directors

Compensation Level: \$20.00/hour + bonuses based on work performance

Hours: 25 hours/week (part-time contract) with work on the weekends and week nights

Effective Date: 4/25/19, Application Due Date: Open until filled

Dates: 5-month contract (mid-May 2019 to October 2019)



PURPOSE

The mission of Kodiak Harvest Food Cooperative (KHFC or Co-op) is to provide Kodiak communities with quality food choices that are locally sourced, economically sustainable, and environmentally responsible while promoting education and engagement. We are seeking a Sales and Outreach Coordinator to assist the KHFC Board of Directors in the Co-op's membership growth and produce stand operations. This includes educating stakeholders about the Co-op and our vision, and being an ambassador for KHFC at community events, farmer's markets, and pop-up produce stands. A formal contract with the Sales and Outreach Coordinator will be established through a Professional Services Agreement (PSA).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific responsibilities will be developed by the Sales and Outreach Coordinator and KHFC Board of Directors. General duties and responsibilities will include:

Produce Stand Administration and Operations

- Manage vendor relationships, coordinate product orders, shipping logistics, pickup, food storage and packaging, market set-up and break-down; managing inventory, sales products, and all financial transactions through Square; answer customer questions; and assist with special events
- Develop and maintain good working relationships with customers, vendors, volunteers, and community members
- Work with the Board of Directors Support Committee to devise strategies and propose creative solutions to expand market business by identifying customer needs
- Prepare reports on sales, popular items, and trends for the market to KHFC Board of Directors monthly

Member Recruitment, Outreach and Marketing

- Create and implement membership building and owner engagement strategies
- Utilize social media and general outreach to promote the produce stand and Co-op (including weekly email newsletters and promotion throughout the community)
- Assist with development and coordination of special events, including educational programming, harvest festivals, fundraisers, and musical performances
- Recruit, coordinate, train, and supervise volunteers to assist with co-op activities
- Assist with canned salmon project support/pre-orders; and orders and distribution
- Inventory maintenance of KHFC swag
- Submit weekly progress reports to Board of Directors, including hours worked and achievements made
- Attend monthly KHFC board meetings with project updates

QUALIFICATION REQUIREMENTS

- Must be available during all market hours throughout the season (generally Wednesday evening and Saturday mornings)
- Lift and carry up 50 pounds and be willing and able to work outside in all weather conditions
- Ability to work independently as well as in a team with the Board of Directors, volunteers, and other stakeholders
- Must be reliable, self-motivated, have strong interpersonal and communication and customer service skills
- Must have excellent organization and time management skills
- Ideal candidate will be an enthusiastic advocate of the local food movement

TO APPLY

Please email requested information in one PDF document to: kodiakharvest@gmail.com. In your email, please include cover letter explaining interest in the position, current resume, contact information for three references, and include the subject line "Sales and Outreach Coordinator".