



150 54th St, Pittsburgh, PA 15201
412.363.1971 TEL
pennscorner.com

Job Title: Temporary Retail Sales Manager for Penn's Corner Farm Alliance

Reports To: General Manager

Summary: Manage direct sales to customers through Penn's Corner Farm Alliance Community Supported Agriculture (CSA) and online Farm Stand programs in accordance with the approved policies, procedures, and budget. Primary responsibilities include 1. Oversight and coordination of supply and sales of farm products through CSA and online Farm Stand, 2. Collaboration with farm members to verify crop availability and drive sales of their products. 3. Manage customer service for the Farm Stand and CSA program. 4. Plan and manage the promotion and execution of specialty sales including meat shares and specialty CSA shares.

Duties and Responsibilities:

- Manage sales, payment collection, and weekly reporting of all CSA and Farm Stand activities.
- Responsible for all customer service matters relating to the CSA and Farm Stand programs.
- Manage Farm Stand order filling logistics and assist in CSA box packing. Collaborate with Operations staff and General Manager to prepare CSA and Farm Stand routes.
- Maintain and update inventory, customer database, and portions of the website.
- Responsible for organizing and expanding sales of gift baskets, turkeys, half hogs, quarter beef, and other opportunities for special sales.
- Responsible for marketing CSA and Farm Stand ,which includes conducting community outreach to media outlets and local food events, posting to social media, coordinating the production and printing of print materials, managing blog, and placing ads.

Time Frame:

- Position to begin in February, 10-15 hours per week through March 1st. March 4th-June 30th full time, approximately 40 hours a week.
- July 1st-December 20th part time, 10-15 hours per week.

Qualifications: Bachelor's Degree and three years related work experience; or equivalent combination of education and experience. Good interpersonal skills, product knowledge, computer skills, ability to multitask as well as careful attention to detail, refined writing skills, customer service experience, sales experience, ability to develop and nurture relationships with farmers and outside trades, familiarity with social media, and ability to make sound business decisions.



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Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all responsibilities, duties, and qualifications required of employees assigned to this job.

To apply: Please email cover letter, resume, and 3 references to the General Manager, Jeralyn Beach at info@pennscorner.com by January 7th.