



Job Description

Position Title: Herb/Flower Operations Coordinator
Position Type: Full-time (Staff)
Function: Farm Management

Supervisor: Farm Manager

Truly Living Well seeks Entrepreneurial Minded Farmer to Grow its Natural and Organic, Culinary and Ornamental Herb and Flower Business.

Position Objective:

Herb/Flower Operations Coordinator manages all aspects of the organization's Herban Life business including planning, planting, cultivation, harvesting and processing herbs and flowers for sales. The H/FOC will build a customer base for the farm's herb and edible/cut flowers. Also the H/FOC will work to enhance and maintain TLW's farm aesthetics using herbs/flowers and other natural vegetation.

Key Responsibilities:

- Recommend herbs and flower varieties for production; order seeds, plants, bulbs, farming and/or floral supplies (cut flowers, aesthetics and edible blooms).
- Ensure growing of herb and flowers is fully operations - soil amendments, irrigation systems, bed repairs, etc.
- Plant, cultivate and ensure maintenance of herb and flower beds. Seed in greenhouse or in-ground, maintain and provide oversight for beds including flower staking, soil cultivation, fertilization/top dressing with compost, watering, weeding and routine deadheading to ensure continued blooming.
- Design/install/maintain attractive herb and flower beds/plantings to add appeal to people and pollinators at TLW managed sites.
- Build flower and herb clientele.
- Build added value herb product line including teas, culinary plants, herb seasonings.
- Maintain farm and sales/account records.
- Identify tasks and engage volunteers and interns in farm operations.
- Work with leadership to actively market and promote the Herban Life, Herban Flower Club and TLW's event flower business via e-mail, social media, web-site, community outreach and cold calls.
- Fulfill all flower orders in a professional and timely manner.
- Provide the highest quality customer service to all customers and accounts.
- Coordinate aesthetics and farm related activities for TLW events, education programs, sales presentations and development projects.
- Assist with conducting tours, volunteer projects, workshops and other educational experiences as requested.

Special Requirements:

- Work in outdoors in field, greenhouse, TLW's farm market, outdoor classroom and office.
- Repetitive physical work; carrying, loading and lifting, use of repetitive small motor skills. Must be able to lift, bend, stoop and carry at least 40 lbs.

Qualifications:

- Must be an eager learner, passionate about developing knowledge and expertise as a herb/flower farmer and flower arranger.
- Experience in using natural and organic growing practices is necessary. Commitment to sustainable practices is important.
- Past flower arranging experience and demonstrated creativity is desired.
- Current driver's license, clean driving record, and dependable transportation necessary.
- Sales and/or excellent customer service experience is required. Proactive approach to sales and entrepreneurial spirit is necessary.
- Professionalism, high level of organization, good time management skills and strong work ethic needed.
- Experience and skill to work with diverse populations – different ages and various economic, social and political backgrounds is helpful.
- Experience in leading staff, volunteers, interns is needed.
- Flexibility, integrity and cooperation expected.

Send resume, cover letter and references to opportunities@trulylivingwell.com by March 11, 2016.