



CERTIFIED LOCAL FOOD
13390 SW MORGAN ROAD
SHERWOOD
ORE. — USA 97140
WWW.OURTABLE.US
(503) 217-4304

Marketing Assistant (Part-time)

BACKGROUND

Our Table is a cooperative of farmers, producers and consumers working together to create a community based food system. Our 58-acre farm is located 20 miles south of Portland and produces for CSA, award-winning restaurants and small grocery stores as well as for our on-farm stand and kitchen. The farm grows diversified vegetables, flowers, blueberries, strawberries, raspberries, has a very young orchard and bees, raises chickens for eggs and meat, and much more to come! Our kitchen produces value-added goods, products for our farm stand and hosts brunches, farm dinners and pizza nights.

JOB DESCRIPTION

Our Table is looking for a Marketing Assistant to help create successful marketing campaigns including print and digital collateral, social media, email campaigns and much more. The Marketing Assistant will report directly to the Marketing Manager and will be responsible for taking on a variety of tasks that allow for the completion and continuation of our marketing programs. The successful candidate is creative, driven, organized with a high attention to detail, loves food and farming and has marketing or design experience.

RESPONSIBILITIES

- Participate in the development and update of marketing collateral including signs, flyers, postcards
- Contribute to website, social media feeds and blog posts
- Assist with newsletter development and content creation
- Help with store merchandising, signage and chalkboards
- Some duties relating to customer service and/or sales as needed
- Event support and coordination including farm-to-table dinners and private events
- Community outreach and some PR

QUALIFICATIONS

- Experience with Adobe suite (primarily InDesign + Photoshop)
- Computer skills including Microsoft Word and Excel, Google Analytics
- Solid understanding of social media platforms
- Creative mindset
- Ability to take direction, understand requests
- High level of self-motivation and responsibility



- Ability to balance speed and thoroughness
- Great communicator, both spoken and written
- Positive attitude in all types of weather
- Work cooperatively and constructively with co-workers, supervisors, volunteers and other representatives within the organization as well as external customers
- Willingness to participate in a startup environment–flexibility is must
- Sense of humor
- Strong love of food, farming and healthy local economies
- Drawing, photography and lettering skills a definite plus

DETAILS

Employment starts February or March 2017

Working Hours: 2-3 days a week, flexible – more hours available for the right person

Compensation: \$12/hour. Benefits include discount at farm stand, as well as access to house shelf and farm lunch once a week.

MEMBERSHIP IN COOPERATIVE

All employees of Our Table Cooperative who work more than an average of 21 hours per week are up for membership in the cooperative under the worker membership class after completing one full year of employment and meeting various other criteria as defined in the cooperative's bylaws. Buy-in includes worker benefits and wage increase.



APPLICATION PROCEDURE

Candidates should write a short cover letter explaining their interest in the position and email it to jen@ourtable.us accompanied by a resume and three contacts for references. Short-listed candidates will need to travel to the farm for a site visit and interviews at their own expense. Applications will continue to be accepted until the position is filled.

Contact: Jen, Marketing Manager | jen@ourtable.us

IMPORTANT NOTICE

The job duties, responsibilities, requirements, conditions, physical requirements and work environment listed in this job description are examples of the tasks that an employee may be required to perform. Our Table Cooperative reserves the right to revise the job description at any time and to require employees to perform other tasks as circumstances or conditions of the business change.

Our Table Cooperative provides equal employment opportunity to all employees and applicants in accordance with applicable federal and state laws.