



Langwater Farm is hiring for 2023 and beyond. Langwater is a growing & thriving family business on 85 acres in Easton, MA. We grow Certified Organic and year-round, bringing high-quality vegetables, herbs, flowers, and fruit to thousands of households in Boston, Providence, and our surrounding communities. Growing nutritious and delicious produce is our passion and we take our responsibilities to our land and our community very seriously. Our markets include a 500-member CSA, a busy Farmstand, restaurants, wholesale, and 4 weekly farmers markets.

If you're looking to do meaningful and impactful work, join us and help transform this corner of the food system.

We're seeking experienced candidates to round out our team:

- Administrator

*To apply, submit a letter of interest, resume, and 2 relevant references to [kate@langwaterfarm.com](mailto:kate@langwaterfarm.com). Please include the position title in the subject line. Applications will be accepted until the position is filled. For more information on the farm, visit [www.langwaterfarm.com](http://www.langwaterfarm.com).*

# **ADMINISTRATOR**

## **Position Description**

The Administrator is responsible for: Admin, Marketing, HR, Bookkeeping, and Communication.

### **Administration**

Responsible for:

- CSA admin management, including sign-ups, rosters & member communications
- permitting & compliance (BOH, DOT & other town and state entities)
- website management
- booking & internal coordination for farm events
- Langwater Farmers Market coordination & onboarding vendors
- off-farm farmers market applications
- shared responsibility for Square POS management
- ordering office supplies
- filing & data management
- other tasks as assigned

### **Marketing**

Responsible for the farm's weekly newsletter, including copy writing, photo editing & proofreading. Additional responsibilities include social media marketing and photography.

### **HR**

Responsible for:

- bi-weekly payroll & timesheeting
- new hire onboarding
- managing the SIMPLE IRA plan & other employee benefit programs
- policy writing & communication
- hiring tasks like job description writing & postings

### **Bookkeeping**

Responsible for:

- Accounts Receivable and collections
- Accounts Payable

- data entry & reconciling accounts

### **Communication**

Responsible for:

- triaging main email inbox
- replying to customer emails promptly

### **Qualifications & Skills**

- Strong computer skills with solid experience in
  - Google Workspace (Gmail, Calendar, Sheets, Docs & Search)
  - MailChimp (or similar email marketing service)
  - Square POS
  - HomeBase & Payroll Relief (or similar timetracking and payroll apps)
  - facebook & Instagram for marketing and customer communication
  - QuickBooks Online
  - Canva (or similar graphic design app)
  - WordPress (or similar webpage management site)
- Able to work in a fast paced environment while juggling multiple, disparate responsibilities
- Strong writing, editing, proofreading, photography & photo editing skills
- 1 year or more of experience with AP/AR and QBO
- Customer communication skills
- Detail-oriented, a good design eye, and some food & ag knowledge/experience

### **Schedule**

This position is for approximately 40 hours per week, and the work schedule is somewhat flexible in terms of hours per day, and days per week (4 or 5).

### **Compensation**

We offer compensation commensurate with experience, 5 days per year of paid time off, and 40 hours per year of earned sick time. This position is

eligible for our SIMPLE IRA plan after one year. Additionally, all employees enjoy free and discounted veggies and food from our Farmstore.

**Interviews start in early January.**