

**Farm Description:****Balsam Farms, Amagansett, NY**

Founded in 2003, Balsam Farms is a ~200 acre farm on the South Fork of the East End of Long Island. We grow a mix of vegetables, fruits, herbs, cut flowers, and grains. While we are not “certified organic”, we grow the vast majority of our produce according to established OMRI-approved practices. Balsam Farms is best known for our original open-air farm stand in Amagansett, but we also have an indoor market across the Napeague stretch in Montauk. With a fresh-array of open positions, we are looking for hard-working, motivated candidates to join our team for the upcoming 2024 season!

CSA Program Manager

Position Description:

Balsam Farms is seeking a CSA Manager to join our growing team!

Balsam Farms CSA members receive a weekly share of the freshest, in-season produce, with additional add-on options from other quality local food producers. The CSA Manager is responsible for running and organizing the day-to-day operations of our CSA program with a focus on exceptional accuracy, efficiency, and customer service. Throughout the CSA season, the CSA Manager serves as the conduit between the farm and our loyal, heavily-invested CSA members. While this position reports directly to the General Managers of our retail operations, the CSA Manager works closely with the extended Farm Stand Management Team to ensure the ongoing success of our CSA program.

During the CSA season, the CSA Manager’s work week begins on Wednesday when the CSA produce is harvested. With the support of the Management Team at our Amagansett Farm Stand, the CSA Manager is responsible for overseeing the stocking, prepping, washing, packing, and distribution of all produce and contents for the week’s CSA shares. The coordination of these tasks and activities requires a dedication to precision, organization, and the maintenance of correct data from one week to the next. During the weekly pickups (Thursday-Saturday), the CSA manager distributes the proper share to each CSA member while ensuring that any personalizations and add-ons related to the share are also processed correctly. At the conclusion of the CSA distribution week (Saturday), the CSA manager is responsible for cleaning up CSA areas and placing remaining produce back into rotation for sale. Other duties of the CSA manager include administrative tasks such as emailing/calling CSA members and keeping visual records of shares from one week to the next.

Responsibilities:

- Overseeing the washing and packing of CSA items

- Packing and distributing CSA shares and add-ons to members
- Communicating with admin and fellow managers on customer concerns and questions in a timely manner
- Completing and assisting in administrative tasks pertaining to the CSA program.
- Maintaining a clean and presentable work-space
- Managing a small team of 1-4 employees

Qualifications:

- Experience working on a farm or a wide knowledge and love of fresh fruits and vegetables
- Experience managing a program/department preferred but not required
- Strong time management skills, detail-oriented, and ability to plan ahead
- Strong communication and interpersonal skills; friendly demeanor; positive attitude
- Reliable and trustworthy; responsible
- Ability to lift 40+ lbs, stand for extended periods of time, and work outside in hot, cold, and/or wet weather conditions.
- Ability to work Wednesday - Saturday from late May 2024 to November 2024

Position Details:

- Minimum Commitment of 25 hours/week but full-time (40 hours/week) employment also available. Opportunity for overtime hours during July and August.
- Start Date: Mid-May 2024; End Date: November 2024; Opportunity to extend employment for more than one season. Year-round employment possibilities for the right candidate.
- Must be able to work Wednesday-Saturday every week
- Housing not provided

Compensation/Benefits:

- \$18-30/ hour (including tips)
- A fantastic employee discount at the farm stand

How to apply:

Please apply to our farm using the following form:

[2024 Balsam Farms Job Application](#)

This application is our chance to get to know you, so please use this form to share as much as you can!

Please note the following:

- *All applicants must demonstrate eligibility to work in the United States.*
- *Applicants under 18 must also be able to provide working papers to be eligible for employment.*
- *We are unable to accept applications submitted on behalf of others.*
- *If you are unable to use the hyperlink above, use the following URL to access the form:*
<https://forms.gle/aQhyUNgheuxdGRZL8>
- *If you have any further issues with the form, please contact work@balsamfarms.com*