

# Student Sales Assistant



**Description:** SRJC Shone Farm is looking for a seasonal sales and distribution assistant (from April through December)

**Job details:**

\$18/hr

Up to 24 hours/ week

Schedule will be set within Mon – Fri 8 – 4:30

(plus a few Saturdays for events)

Must be enrolled in 3 units per semester

**Duties might include:**

- Assisting with marketing materials including taking photos and crafting content for e-mails and social media
- Assisting at Pick and Sip events at Shone Farm one Saturday each month (includes U-pick, olive oil and wine tasting and sales, farm stand, etc.)
- Working with the sales staff to organize and deliver produce, olive oil, and possibly wine
- Loading items (up to 50 lbs) into or out of a delivery van and driving to various locations in Sonoma County
- Coordinating and distributing food to students through the SRJC Student Equity program
- Using Quickbooks and excel to record weekly invoices & monthly bookkeeping
- Helping with in person and online sales and customer service

**Interested candidates should:**

- Have a clean driving record
- Be familiar and interested in taking photos and using social media to promote the farm and agriculture program
- Have experience in customer service
- Be familiar with Microsoft Word, Excel, Outlook, and be able to learn new programs easily
- Be organized and detail oriented
- Be flexible and adaptable
- Possess an interest in sustainable agriculture, local food, and produce

Please e-mail your resume to: Lynn Ellerbrock – [shonefarm@santarosa.edu](mailto:shonefarm@santarosa.edu)  
All resumes must be received by April 15th.