

Assistant Manager Position, Job Description- New Hampshire Community Seafood

Position Available: April 7, 2017

New Hampshire Community Seafood is NH's only cooperatively owned Community Supported Fishery and Restaurant Supported Fishery. Our mission is to support our local NH Fishing Industry by promoting fresh and local seafood throughout NH and the greater Seacoast region by purchasing seafood from those directly involved in the NH Fisheries community. Our Cooperative's Shareholders consist of Fishermen and consumers.

Position Available: Assistant Manager

Job responsibilities:

Pick up, sort, pack and deliver seafood to consumer Pick up locations and Restaurants 4-5 days/week, April- December

Assist in Outreach and Education, including Events coordination/ participation and Volunteer coordination for pickups and events

Assist in Membership management and correspondence using the Website Administrator, Small Farm Central

Restaurant Supported Fishery development and application process management

Administrative assistant tasks to assist with online Member management, banking deposits, data entry and Office management assistance

Qualifications:

Academic Qualification: minimum Associate's Degree OR extensive experience in relevant field (see below)

US Driver's License

Ability to lift up to 60 lbs consistently

Previous experience in two or more of the following relevant fields: Community Supported Fisheries, Marine Biology, Sustainable Fisheries or Food, Community Supported Agriculture, Local Food Promotion, Delivery Driver, Seafood Production/Distribution or Sales, Public Relations, Website Development and/or management, Office Management, Volunteer Coordination

Computer literacy specifically with Word, Excel, preferably QuickBooks, ideally Small Farm Central Web Administrator

Self motivated and able to work independently and under highly demanding conditions

Ability to multi task and problem solve

Organized, reliable, honest and able to adhere to a strict time schedule

Public relations skills

Wages and pay: \$15/hr, 40 hrs/week, April 7-December 31, with part time potential for winter 2017. Full time resumes March 1, 2017.

Send Letter of Interest, Resume and at least 2 References to: [andrea@nhcommunityseafood.com](mailto:andrea@nhcommunityseafood.com) by Friday, April 7.