

The Position: We're looking to hire a full-time Operations Assistant to provide operational and administrative support in our biodynamic seed growing business, "Turtle Tree Seed." The working hours are Monday through Friday from 8:30am-5pm.

The Organization: Located in Copake, NY, Camphill Village USA was founded in 1961 with a mission of being an integrated residential community where people with developmental differences are living a life of dignity, equality, and purpose.

Why Should You Apply?

- The health insurance benefit through CDPHP only costs \$47 bi-weekly for the family plan! All copays, deductibles, and prescriptions are paid by Camphill Village and there is no waiting period. This leaves you with more take-home money. Or, you can choose to opt-out of our insurance offering and receive \$3500 annually.
- We offer generous paid time off (4 paid weeks off per year to start, plus up to 13 paid holidays)
- We encourage and support good health and wellbeing by offering an annual wellness stipend of \$1000--this can be used for a new kayak, fitness equipment, massages, a bicycle, etc!
- We care about your retirement-- to help fund your 401k, Camphill Village will contribute 5% of your pay to your retirement account.
- Other benefits include dental and vision insurance, opportunities for on-the-job training, and a diverse, beautiful, and non-traditional work environment. We also have a fabulous coffee shop, bakery, and Café on site which serves delicious soups, salads, and other meals!

Requirements:

- High School Diploma or equivalent
- Ability to read, write and comprehend English
- Ability to follow oral and written instructions
- Experience and/or interest in working with the special needs population
- Must have a valid drivers license
- Proficient computer skills
- Excellent customer service skills
- Knowledge of agriculture/horticulture, biodynamic or organic gardening is a plus

Responsibilities include:

- General customer service tasks such as answering main phone lines/main email address, and providing friendly, helpful and efficient customer service
- Receiving orders via web, phone, email. Processing/shipping of orders
- Tracking accounts receivable
- Maintaining customer database
- Assisting with all aspects of the business operations as needed

Application Process:

- Send resume or completed employment application to our Human Resources department at jessicaa@camphillvillage.org.
- Applications will be reviewed upon receipt and candidates will be contacted if they are selected for an initial interview.
- Employment offers are contingent upon successful completion of required NYS Office for People with Developmental Disabilities criminal background checks.
- For more information about this position, please contact HR at 518-329-7924 ext. 104.