



A Bit About Us

Wolfe's Neck Center for Agriculture and the Environment is a nonprofit, farm-based education, research, and visitor center situated on over 600 acres of coastal farmland in Freeport, ME. Wolfe's Neck Center is on a mission to transform our relationship with farming and food by facilitating knowledge and best practice sharing, educating a wide variety of learners, and convening a community of people who care about the future of food.

Position Overview

The Purchasing and Inventory Coordinator is a seasonal position from April 1 – October 31, 2024 (32-40 hours per week). The coordinator will work independently but collaborate often with the rest of the on-farm Wolfe's Neck Center team. This role maintains and implements core systems to manage inventory and stocking for daily operations of the Farm Store, ensuring the store is appropriately stocked and presented to guests, and that products are properly priced and marked. As a member of the Wolfe's Neck Center team, the Purchasing and Inventory Coordinator is an enthusiastic ambassador for the Center, welcoming campground and day guests and answering a wide range of questions about the center and area, while promoting goods in the Farm Store.

Primary Responsibilities

- Create and maintain productive relationships with visitors, vendors, suppliers, and Wolfe's Neck Center team.
- Develop, maintain, and implement core systems to manage inventory and stocking.
- Work with the Visitor Services Manager and campground departments to determine appropriate par levels of product and stock for farm store and campground store.
- Receive orders and/or shelf all incoming shipments in a timely manner, ensuring accuracy of shipments, noting damage or shortages, and maintaining meticulous online and invoice records and storeroom.
- Assist with and/or coordinate with the WNC agriculture team in preparation and storage of fresh produce for future use.
- Ensure all Wolfe's Neck Center meat and dairy is properly stored and maintained including proper stock rotation (i.e. FIFO) in fridges, freezers, etc.
- Maintain effective liaison with vendors to ensure timely and accurate delivery of items.
- Label and mark materials with identifying information and ensure that inventory cycle counts are properly managed.
- Investigate inventory inaccuracies and discrepancies and make sure that they are addressed and resolved with vendors and our accounting team.
- Maintain attractive, effective store displays in the farm store and camp store.
- Contact new vendors to ask for quotes and prices for bulk orders and to negotiate prices.
- Applies and follows organizational policies and procedures.
- Must keep pace with demand from guests and co-workers during peak busy hours.
- Ability to be flexible regarding hours.
- Works occasional shifts in Farm Store as assigned by Visitor Services Manager.
- Performs other related duties as may be assigned by the Visitor Services Manager.

Qualifications

To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The duties listed above are representative of the knowledge, skill, and/or ability required. Specific qualifications include:

- Experience with inventory management, vendor management, and logistics.
- Moderate computer proficiency, especially with Microsoft Excel and Outlook (Experience with Square is a plus).
- Ability to work independently and with a variety of guests and coworkers.
- Ability to read and comprehend instructions, short correspondence, and memos; to compose simple correspondence in a friendly and professional manner; and to communicate effectively one-to-one and in small groups to customers and co-workers.
- Ability to apply common sense understanding to carry out instructions provided in written, oral, or diagram form; and to address common guest issues and concerns.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Lifting: up to 40 lbs. with frequent carrying, crouching, walking, kneeling; transportation: use of hand trucks and the operation of a golf cart and UTV side by side to move stock.

Compensation

This is a seasonal, 32-40 hour a week position from April 1 – October 31, 2024. Wolfe's Neck Center campground is open 7 days per week and workdays are flexible from 8:30 am -5:30 pm, requiring occasional support on evenings, weekends, and holidays.

Compensation is \$20-\$22 per hour based on experience and potential for camping on-site; free rentals for bikes, kayaks, and canoes (dependent on availability); discounted oceanfront camping for family (dependent on availability); 25% discount in the Farm Store.

To Apply

Please email a cover letter and resume to Tyra Parker, Visitor Services Manager at tparker@wolfesneck.org Purchasing and Inventory Coordinator as the subject line. To reduce waste, please do not mail a hard copy of your materials. Interested applicants are encouraged to apply ASAP. This position will be reviewed on a rolling basis.

Non-Discriminatory Selection Process

Wolfe's Neck Center for Agriculture & the Environment, in accordance with federal Equal Opportunity laws, does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation including gender identity or expression, veteran status, or physical or mental disability in the hiring of its employees. Applicants are selected based on their ability to perform the essential functions of the job, prior work experience, and references from previous employers.