



Sales Coordinator

Pay rate: \$50,000-\$55,000 annually

Hours: Full Time

Flexible schedule, supportive innovative team culture

The East Denver Food Hub (EDFH) is a social enterprise that develops a resilient, equitable, and compassionate local food ecosystem based on equity and inclusion, and environmental stewardship. EDFH commits to building a model for local food aggregation and distribution, as well as educating the public on the value of supporting and investing in local farms through local procurement initiatives and legislative policies. We seek to demystify the supply chain, address food insecurity, support the viability of local agriculture, and develop community wealth-building initiatives to promote economic justice.

The Sales Coordinator will work collaboratively with the EDFH co-founders, value-chain coordinators, delivery drivers, and warehouse staff to increase awareness of and sales by East Denver Food Hub. The individual is required to have previous experience working in a similar role, preferably with a background in customer service and food systems. They must be competent in prioritizing tasks, be self-motivated, and trustworthy. In addition, the individual must have outstanding communication and interpersonal skills.

Position requires some travel within the Front Range - mileage reimbursement offered.

Duties & Responsibilities:

- Maintain an in-depth knowledge of EDFH's mission, vision, and values as well as products, pricing, and services offered. Maintain in-depth knowledge of the relationship between EDFH and Emerald Gardens, Sugar Moon Mushrooms, and the other farms and food hubs we work with.
- Increase sales across various customer segments: Restaurants, retailers (i.e. grocery stores), food access organizations/food pantries, and larger institutions
- Collaborate with value-chain coordinators to create and maintain accurate price lists and product information.
- Research, seek out, contact, and follow up with new leads and existing customers. Keep up to date notes about each customer and customer lead in Customer Relations Management (CRM) platform, Farm Fare.

- Follow all food safety guidelines (training provided)
- Follow up with relevant co-workers on customer issues. Follow up with customers to resolve any issues in a timely manner.
- Inform customers of changes to order expectations and provide shipping estimates.
- Maintain knowledge of EDFH inventory and perform quality checks on incoming and outgoing products. Work closely with value-chain coordinators to ensure all needed products are stocked to meet customer demands.
- Become deeply familiar with and involved in the Food Pantry Assistance Grant, Healthy Food for Denver Kids, and other food-access funding that our potential customers may receive. Do outreach to grant recipients, offer support to customers, and make sales that fit the parameters of their funding.
- Maintain financial confidentiality of matters (finance, legal, sales, operations, etc.)
- Ensure continuous improvement of processes. Offer constructive feedback to the team on ways to improve and be willing to accept constructive feedback.
- Assist with warehouse workflow, inventory management, receiving, deliveries, sorting, packing, and organizing products.
- Other duties as assigned

Ideal skills, traits, & qualities:

- Racism, misogyny, classism, xenophobia, homophobia and transphobia do not represent the values of EDFH and will not be tolerated. We pride ourselves on being an equal opportunity employer and encourage anyone to apply.
- Detailed knowledge of fruits, vegetables and other farm products (required)
- 2+ years sales experience (required)
- 2+ years restaurant or related food industry experience (preferred)
- Local food systems knowledge and a desire to build a more equitable, inclusive, and sustainable food system.
- Design skills (digital- flier, social media, newsletter, etc) (preferred)
- Detail oriented. Excellent reliability, and problem-solving skills.
- Collaborative and flexible. Outgoing, friendly, comfortable talking to strangers
- Effective communication (verbal and written) and organizational skills.

To apply:

Email kathryn@eastdenverfoodhub.com to apply. Resumes required and cover letter preferred.

East Denver Food Hub values the diversity of our communities and never discriminates based on race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor.