

OPEN POSITIONS AT RIVERSONG VILLAGE

September, 2010

At this time we have the following work exchange and paid positions available:

- **Maintenance and building** – We have a house and barn built in 1918, as well as 7 cabins built in 1960, 2 wells, a garage turned into a business space and a couple of other buildings. Needless to say there is a fair amount of maintenance required just to keep the place functioning well. In addition, we would like to improve the buildings and perhaps add some new structures or remodel certain areas. Skills that would be great to have for this position include basic carpentry, plumbing, and electrical with an interest in all areas building and maintenance. This is a paid or work exchange position. For a good builder / maintenance person or someone with knowledge in any of the building trades, freelance work in the local community will not be hard to get.

- **Gardener and landscaper** - We are looking for someone with experience, knowledge and the energy to create more function and beauty on the property (about 4 acres of mostly lawn with trees). There is room for more gardens, fruit trees, border trees and shrubs, flowers, herbs, etc. We are wanting a more useful, more beautiful and more fulfilling landscape. We wish to build a green house and shade house and have or will provide all the materials needed to complete these and other landscape projects. We can either purchase fruit trees (and other landscape plants) at wholesale nurseries or we can purchase rootstock and use local scion wood to start orchards. Organic gardening/farming, permaculture, fruit culture, nursery or landscaping experience will be necessary as well as a strong desire to garden year-round. This is a work exchange or paid position. Extra produce, etc. could be sold if desired.

- **Eden Botanicals** - We currently have an opening for one (and possibly two) responsible, intelligent person(s) who work well with others and is dedicated to helping a small company grow. The position may be part-time or full-time depending on the candidates skill, desires, selected duties and the needs of Eden Botanicals.

Rather than tell you exactly what the position will entail, we want to sketch out what the different tasks are that we do here, and tell you that the successful candidate should be flexible and able to perform a variety of duties. We would like you to tell us where your skills, experience are and which areas are most interesting to you. We would like you to tell us about yourself, your employment history, and what your current life and work-related needs are (such as your salary requirements and your desired hours of work per week).

When we find a potential candidate who has good skills, etc. we will take our needs and the candidates needs and desires into consideration and create a position that may be more limited (such as packing/shipping, which is one of our current needs) or that may be more multi-dimensional (such as customer service [also a current need], and packing/shipping, and production. All of our staff fill many roles and duties and we want our new staff member to fill a niche that not only works for us but also for them... Please note that we may hire two new employees rather than just one. In this way, we have several options for being creative in terms of the hours and the duties of the position(s)...

Our main areas of duties/responsibilities at Eden Botanicals:

- Packing and shipping orders (this is a primary current need)
((Our need for packing and shipping is part-time. It will be possible for the person hired for packing and shipping to work in other areas of Eden Botanicals as well, so that this could be a full-time position, if desired.))
- Customer service, taking phone orders, processing internet orders, responding to email orders and questions, international orders (this is a primary current need)
((Our need for customer service assistance is currently part-time. The candidate will have to have a working knowledge of essential oils and be able to learn more about essential oils, aromatherapy natural perfumery in general, and will be require to learn about our product line quickly and efficiently. Good computer skills are also required for this position. It will be possible for the person hired for customer service to work in other areas of Eden Botanicals as well, so that this could be a full-time position, if desired.))
- Sales and marketing (this is a current need, but it is very part time, so other duties would go along with it,)
- Production: pouring oils, bottling, labeling, shrink-wrapping, making products
- Pulling orders: preparing the orders so that they are ready to pack and ship
- Bookkeeping in QuickBooks Pro, A/P, A/R, etc.
- Website updating
- Keeping track of inventory
- Ordering supplies
- Blending our proprietary Essence Oil Blends, making amber oil
- Receiving essential oils into our system, weighing and pouring
- Quality control
- Assisting the owner in running various aspects of the business
- Computer skills, software and hardware
- Other, we do a lot more too!