

July 16, 2006

OPEN POSITIONS AT RIVERSONG VILLAGE

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, on 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 work exchange position and will be paid if the hours exceed the exchange hours. For a good builder 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 really turn the landscape (about 3 acres of mostly lawn with trees) into beauty - gardens, fruit trees, border trees and shrubs, flowers, herbs and to do something with the lawns. 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 position however a stipend is possible.
- **Assistant Manager** – Eden Botanicals is looking for an Assistant Manager who will oversee the production and shipping of all of our products and all of our orders. There is a staff of 2 to 3 part time people who work in production and shipping, and so the person in this position will be responsible for scheduling and overseeing these employees and also for quality control. We ship about 300 orders per month (including about 20 international orders), and it is important that the system be refined and improved as needed and that it runs smoothly and professionally. The Assistant Manager will keep track of all the inventory items and be responsible for ordering supplies. In addition the Assistant Manager will help in the office, with customer service, bookkeeping, business management and helping wherever help is needed. Essentially this position is for someone who excels at doing a whole variety of tasks and wants to learn all of the ins and outs of a small business. The Assistant Manager will also work themselves in production and shipping, especially on days when their assistants are not present. An interest in, or prior knowledge in, essential oils will be very helpful for this position. A good working knowledge of computers and software is important. A knowledge or interest in simple bookkeeping (using QuickBooks) would be helpful. This is a paid position and will require approximately 28 to 36 hours per week.
- **Production and Shipping** - We are also looking for a part time person in the area of production and shipping for Eden Botanicals. The main duty will be preparing items for shipping, such as the bottling and labeling essential oils. The other main duty will be the packing and shipping orders that will be sent either by USPS or by UPS. This is a paid position and will require approximately 16 to 26 hours per week.
- **Bookkeeping** – Eden Botanicals also could use a Bookkeeper with knowledge of QuickBooks. This would be a part time, paid position of about 12 to 16 hours a week. For a good bookkeeper there may be other paid work available in the local community.