

Position Description

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| Organisation: | Green Connect |
| Vision: | A connected community that values people and planet. |
| Mission: | Reduce waste, grow fair food and provide fair employment for young people and former refugees. |
| Values: | Earth care. People care. Fair share. |
| Strategic objectives: | <ol style="list-style-type: none"> 1. Reduce waste to landfill 2. Grow and distribute fair food 3. Create good jobs and employment pathways 4. Engage and connect our community 5. Be a sustainable business |
| Parent company: | Green Connect is a social enterprise owned and managed by Community Resources Ltd, a national not-for-profit organisation. |

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| Position title: | Fair Food Sales and Systems Intern |
| Purpose: | To streamline the Green Connect fair food sales management system and processes, and optimise the customer experience. This includes integrating software systems, creating a more user-friendly website and subscription procedure, and establishing new communication tools and processes. |
| Background: | <p>The Green Connect farm is a source of fair food – food that is good for the people who grow it (fair wages and good jobs), good for the people who eat it (healthy and pesticide-free) and good for the planet (using permaculture and organic principles). We have been growing fair food for over four years and the 11-acre site is flourishing. To continue to do great things, we need a bit of help.</p> <p>We are recruiting a volunteer intern to streamline our back-end systems and optimise the customer experience when purchasing fair food products. We need someone who knows how to automate processes and integrate different software including WordPress (WooCommerce), Excel and Salesforce.</p> <p>Interns gain valuable, hands-on experience in system automation and integration, marketing and project management in an engaging and supportive workplace environment.</p> <p>This is also an opportunity to contribute to the Illawarra’s Social Enterprise of the Year 2018 – a business that employs young people and former refugees to do environmental work. For more about us, visit www.green-connect.com.au.</p> |
| Reports to: | Fair Food Coordinator |
| Award level: | Volunteer |

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| Hours: | 6 hours per week each Thursday (negotiable) |
| Contract duration: | 3-8 month commitment |

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| Responsibilities: | <ul style="list-style-type: none"> • Replace the current sales management tools (WooCommerce, Excel, manual processes and emails) with Salesforce, integrating those tools where necessary (e.g. by using a system such as Zapier to feed data from WooCommerce to Salesforce) • Optimise customer experience on our website including sign-up and management of subscriptions • Establish high quality and engaging communication tools and processes including reminders, recipes, farm updates and information about Green Connect and the fair food products |
| Skills: | <ul style="list-style-type: none"> • Good knowledge of Salesforce, Excel and WordPress (preferably WooCommerce) • Experience with editing websites • Experience automating and streamlining processes (preferably using tools such as Zapier or If This Then That) |

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| Volunteer's name: | |
| Volunteer's signature: | |
| Date: | |
| Manager's name: | |
| Manager's signature: | |