



## **Overview:**

Job Title: Farm and Ranch Coordinator

Job Type: Entry-Level (with virtually unlimited growth potential)

Location: Carbondale, Colorado

Employment Type: Part-Time

Reports To: Farm and Ranch Owners

## **About Us:**

Sunfire Ranch is a values- and principles-driven, community-oriented agricultural, tourism and wellness operation focused on sustainable practices, high-quality products, and outstanding customer experiences. We're seeking a detail-oriented, proactive, and tech-savvy individual to support our team across a range of vital functions.

Sunfire Ranch Mission Statement: With gratitude and integrity, Sunfire Ranch strives to steward space that reconnects us with the wisdom and stories of Mother Earth while inspiring an evolution of our practice that builds harmony between humanity and the land.

## **Position Summary:**

The Farm and Ranch Coordinator plays a key supporting role in day-to-day operations, ensuring the smooth running of office functions and contributing to our public presence and product fulfillment. This is an ideal position for someone eager to learn the ins and outs of agricultural business management in a dynamic and growing environment.

## **What We Offer:**

- A supportive, purpose-driven work environment
- Opportunities for growth and skill development
- Employee discounts on farm/ranch products
- Flexible work structure with both office and outdoor opportunities



## **Key Responsibilities:**

### **Office Management & Administrative Support**

- Coordinate and manage office supplies, records, and general administrative tasks
- Assist with invoicing, filing, data entry, and general clerical duties
- Maintain calendars and schedules for team members and events

### **IT & Communications**

- Troubleshoot basic IT issues and coordinate with external support as needed
- Maintain clear and timely communication within the team and with customers / partners
- Help set up and manage digital tools and systems (email, document storage, etc.)

### **Website & Social Media**

- Assist in updating and maintaining the farm/ranch website
- Create and schedule engaging content for social media platforms
- Respond to online inquiries and messages professionally and promptly

### **Sales & Fulfillment**

- Process customer orders and coordinate packaging, labeling, and shipping
- Maintain accurate inventory records and assist with restocking as needed
- Support onsite or online sales events and pop-up markets

### **Ordering & Scheduling**

- Place supply orders for feed, tools, and other ranch needs as directed
- Maintain vendor and supplier relationships
- Coordinate schedules for deliveries, contractors, or maintenance as needed



### **Qualifications:**

- Must love animals and nature
- Strong organizational and communication skills
- Tech-savvy with a working knowledge of Google Workspace or Microsoft Office, and willingness to learn new systems
- Familiarity with or interest in farming, ranching, or agricultural business is a plus
- Ability to multitask and manage time effectively
- Positive attitude, willingness to learn, and a team-oriented mindset
- Ability to lift up to 25 lbs occasionally

### **Preferred but Not Required:**

- Experience with e-commerce platforms, social media scheduling tools, or basic website editing
- Basic design or photography skills for marketing content