**Job Opening: Full-Time Office Team Member at Gathering Together Farm**  
**Location:** Philomath, Oregon  
**Compensation:** $20–$22 per hour (or DOE) +  
 Free organic produce for your household  
🍴 15% discount at our farmstand and on-farm restaurant

**We’re hiring ASAP!**

Gathering Together Farm (GTF), a 65-acre organic vegetable farm with an on-site farm-to-table restaurant, is looking for a dedicated and detail-oriented full-time office team member. This is a key role supporting both our farm and restaurant operations.

**Position Details:**

* **Schedule:** Full-time, year-round
* **Hours:** 40 hours/week, Monday–Friday
* **Location:** On-site in the farm/restaurant office (this is not a remote position)
* **Time Frame:** 8:00am–4:30pm (we're flexible!)

**Core Responsibilities:**

**Payroll & HR**

* Manage biweekly payroll for 50–120 employees (farm & restaurant)
* Process reimbursements, taxes, garnishments, and Oregon Saves contributions
* Report monthly labor hours to United ACA
* Handle Workers' Comp claims, OSHA logs, SAIF audits, and insurance renewals
* Coordinate health benefit services and on-farm events

**Accounting & Bookkeeping**

* Liaise with bookkeeper/accountant to reconcile QuickBooks files
* Enter gift card sales, inter-business transactions, and manage A/P
* Monitor and manage credit card balances and payments
* Swap weekly server backup hard drives

**Office Administration**

* Keep the office organized and well-stocked
* Assist customers via phone and email
* Coordinate printing of brochures, gift certificates, and promotional materials
* Maintain and troubleshoot uAttend timekeeping system
* Support job postings and hiring logistics
* Lead new hire orientations and employee paperwork processing
* Support managers and staff with questions and requests

**What We're Looking For:**

* Experience with QuickBooks and Microsoft Excel (required)
* Strong communication skills and a love for helping people
* Comfortable working independently and in a team
* Bilingual (English/Spanish) is a big plus
* Experience with Outlook, Canva, Facebook, Instagram helpful
* Reliable transportation and valid driver’s license (for post office and bank runs)
* A passion for local food, farming, and community

**To Apply:**

Email your **resume and cover letter** to hr@gatheringtogetherfarm.com. Tell us why you’re excited to join our team and how you’d make a difference here at GTF.

We can’t wait to hear from you!