

## **Herbal Production Assistant**

**Total monthly hours of position:  
16 hours + opportunity for markets**

**THIS JOB REQUIRES YOU TO BE ABLE TO LIFT up to 50lb, AND INCLUDES SOME MANUAL LABOR AND REPETITIVE MOTION. PLEASE CONSIDER ANY INJURIES WHEN APPLYING.**

**THE JOB IS ALSO HEAVILY FOCUSED ON PRODUCTION, THERE IS SOME OPPORTUNITY TO LEARN ABOUT HERBS AS WE MAKE PRODUCTS, BUT THIS IS NOT THE FOCUS.**

Artemisia Herbs creates small batch, high integrity products, made with locally sourced, wildcrafted, and/or organic ingredients. We sell our products on a local, national, and international level, and strive to have excellent customer relationships with our clients.

The herbal production assistant is a great entryway to herbalism and the intricacies of an herbal practice. This position assists the business manager in the lab, as well as in the office. We are seeking a responsible, timely, and detail oriented person to help us with our small but growing business.

### **Expectations:**

- **LAB WORK:** Commit to 2 day a week working in the lab (Either a Monday, Wednesday, and/or Thursday).
- **FARMER'S MARKET:** Opportunity to help with markets if desired

### **Qualifications:**

- Some herbal knowledge, and interest in learning more about herbs, particularly bioregional knowledge of NM
- Excellent communication skills and willingness to work as part of a team; must be coachable (ability to take feedback and focus on growth opportunities)
- Effective time management skills, strong work ethic and integrity
- Have reliable transportation that can haul market items (product, canopy tent, table, etc.)
- Outgoing personality and enjoy engaging with a diverse set of customers
- Responsible, reliable, and timely. Must be able to commit to Saturdays as this is when markets are

### **Compensation:**

## ARTEMISIA HERBS

[www.artemisiaherbsnm.com](http://www.artemisiaherbsnm.com)

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505.859.3477

- Lab work 2 days a week @ \$12/hr
- Markets - DOE

### **Activities:**

- Pressing & Pouring off tinctures/oils
- Assist in processing fresh / dried herbs
- Pouring into bottles, labeling
- Cleaning, Dish Washing, & Helping with Garbage

### **Opportunities for learning:**

- How to make a fluid extract
- Intricacies of tincture making
- How to make various products
- How a small herbal company runs
- Specific herb uses, interactions, etc.
- Latin / Scientific names for herbs
- Botanical Identification
- Harvesting
- Other