

Terressentials is an exciting and refreshingly different USDA certified organic personal care products crafting company. Terressentials is a small deep green business that has many inventive facets and our day-to-day operations are managed by an ace small team of hard-working, caring, smart and fun people. Currently, we manage: our international web site, our two retail brick and mortar stores, our personal care products production and distribution, raw materials and packaging research and new product development, fair trade artisan products research, writing and video projects, and our organic micro-farm aromatic projects and herbal research. **We work with authentic Certified Organic and Fair Trade and Fair Made USA products in our retail operations, and have made public education about the USDA National Organic Program and Fair Trade and Fair Made USA issues our company's mission.**

Following is an outline of the various **entry-level, ground-floor positions** that we would like to develop and/or expand at our Middletown and Frederick City, Maryland locations:

- **Primary Operations Associate** – full-time (poss. part-time) – **assist team leaders with the following:** (college degree preferred)
 - A) 85% of **initial** duties – customer order processing, shipping, product labeling and sampler assembly, customer education and service, wholesale accounts maintenance and customer service, inventory management – finished products and packaging and raw materials components, inventory receiving, maintain organic certification records, quality control.
 - B) 15% of **initial** duties – POS systems research, production scheduling, employee scheduling, relations and training, bookkeeping assistance, web site management assistance, bankcard processing research, and assist with organic gardening tasks.
- **Retail Operations Associate** – full-time (and part-time) – **assist team leaders with the following:** (quality retail experience and college degree preferred)
 - A) 85% of **initial** duties – retail customer education and service, order processing and shipping, stocking, pricing, merchandising, product labeling, sampler assembly, merchandise inventory and packaging supplies management and reporting, quality control.
 - B) 15% of **initial** duties – staff training, assisting store buyers, new product research, promotions development and management, community outreach, and assist with organic gardening tasks.
- **Personal Care Products Production Operations Associate** – full-time (poss. part-time) – **assist team leaders with the following:** (herbal knowledge and college degree preferred)
 - A) 85% of **initial** duties – product labeling, assemble samplers, shipping orders, customer education and service, raw materials and container inventory management and sourcing, organic product mixing, blending and bottling, maintain organic certification records, quality control.

- A) 15% of **initial** duties – processing research, production equipment management and research, organic herbal research and/or organic herb cultivation, new product development research, and assist with organic gardening tasks.
- **Graphic Design Associate** – full-time (poss. part-time) – **assist team leaders with the following:** (graphic design experience and college degree preferred)
 - A) 85% of **initial** duties – manage and produce existing product label inventory, label containers, assemble samplers, shipping orders, research printing outsourcing options and coordination, customer education and service, maintain organic certification records, quality control.
 - A) 15% of **initial** duties – create and produce retail store signage, media print ads, retail merchandise tags and bags, retail visual merchandising, maintain company identity, coordination with product package design, create product promotional sheets, business cards, posters, etc., photography/photo styling, video graphics, video editing, and assist with organic gardening tasks.
- **Product Package Design Associate** – full-time (poss. part-time) – **assist team leaders with the following:** (design background and college degree preferred)
 - A) 85% of **initial** duties – label containers, assemble samplers, manage and produce existing product label inventory, shipping orders, customer education and service, manage existing product container inventory, assist with product inventory, maintain organic certification records, quality control.
 - B) 15% of **initial** duties – research printing outsourcing and packaging options, product container research and sourcing, new package design, photo styling, maintain company identity, coordination with new product development, graphic design and operations, and assist with organic gardening tasks.
- **Social Media and Public Relations Associate** – full-time (poss. part-time) – **assist team leaders with the following:** (college graduate preferred)
 - A) 85% of **initial** duties – label containers, assemble samplers, customer education and service, manage and produce existing product label inventory, shipping orders, coordination with product development, graphic design and operations, quality control.
 - A) 15% of **initial** duties – create promotional articles and source newswrites for company newsletter and social media platforms, development, implementation and management of print and internet-based customer educational campaigns, promotional campaigns, community outreach and media outreach campaigns and employee hiring campaigns, focus group coordination for new products and new campaigns and new product research, organize research findings and manage research filing system, video campaign development, and assist with organic gardening tasks.

For the exceptional, highly-organized individual **who is seriously organically-inclined,**

loves to do research and is comfortable with internet research tools, spreadsheets and using the telephone, is well-adjusted and easy-going, is outgoing and seeks the company of other people, who loves to laugh and share knowledge, loves nature and likes working with plants and their hands, and is deeply motivated to accomplish something worthwhile in your life's work – to really make a difference in the world – **we have a fun, interesting and unique opportunity for you to look into.** If you would like to be considered for an interview, do send your current resume (include work and education history) and hourly pay rate expectations along with a detailed, personalized letter telling us why we would want to have you join our team. Email your letter and resume to: terressentials@mailworks.org No phone calls or personal visits, please!

Why is working with the Terressentials team important to you? Here's the deal: we have no sea of cubicles, no ugly company politics, no mysterious upper management that doesn't participate or interact with you or customers on a daily basis and is hidden away in another city or state and that dictates policy and only recognizes you as a number. We work as a small team of independent and creative thinkers who work responsibly and closely together on a daily basis with open communication and free exchange of ideas. Our creative energies flow harmoniously and our cooperative team spirit has enabled us to accomplish many things that leave larger companies scratching their heads in wonder!

We promote from within. Our top team leaders started with Terressentials at the ground-floor, worked in most areas of the company over a few years, finding their special niche, and worked their way up to their current leadership positions. We have found that one cannot **honestly** develop new Terressentials products or create new product labels or design new product packaging or write organic educational articles or provide excellent customer service if one doesn't have first-hand experience with the intricacies of our artisan crafting production company on all of its levels, thus, **everyone begins at the ground-floor level.** On another different note, you might find it surprising to learn that **we have never had any company layoffs** since the company began in 1992.

For your convenience, here are some links to third-party articles that provide additional background about Terressentials, its founders and the company's certified organic products:

<http://www.terressentials.com/greenstandard1.html>

<http://www.terressentials.com/dioxane.html>

<http://www.canada.com/ottawa/ottawacitizen/news/story.html?id=1df91076-4c5e-41dd-b073-35176ebba313&page=1>

Here are links to the Terressentials current web site (soon to be completely and radically revamped!), and a few of our educational articles:

<http://www.terressentials.com/facialcare.html>

<http://www.terressentials.com/haircare.html>

<http://www.terressentials.com/bodycare.html>

<http://www.terressentials.com/ingredientguide.html>

<http://www.terressentials.com/different.html>

<http://terressentials-exposure.blogspot.com/>

Our hilarious **Discovery Channel Dirty Jobs** visits **Terressentials** episode:

<http://www.megavideo.com/?v=UH6HTMBE>

Terressentials does **Organic Rap**: (an amusing and unusual organic educational project)

<http://www.youtube.com/watch?v=QBXZeJcwB8E&fmt=18>

Here's a link to a slide show depicting images of our newest store in arty, beautiful Frederick City, the Terressentials organic micro-farm in the picturesque Middletown Valley, and one of our favorite lovely customers:

<http://www.flickr.com/photos/10815150@N04/sets/72157627078009067/show/>

Tired of the Beltway rat race? The daily grind of the city wearing you down? Have you heard about the eighth top art city in the USA? It's Frederick! Lastly, here are some links to excellent, informative articles about walkable Frederick City – great architecture, international cuisine, art galleries, wineries and microbreweries, parks and great job opportunities like this one.

Frederick named one of the top 25 art cities in the USA – again!

<http://frederickartscouncil.org/index.php/frederick-again-named-a-top-25-small-arts-city>

The New York Times on the loveliness of Frederick City:

<http://travel.nytimes.com/2008/11/23/travel/23hourfrom.html>

Photo gallery of Frederick:

<http://dc.about.com/od/neighborhoodphotos/ig/Frederick-Maryland-Photos/>

Frederick on Wikipedia:

http://en.wikipedia.org/wiki/Frederick,_Maryland