BLUE SILO
BEEF, PORK & CHICKEN
SPRINGFIELD, MISSOURI

Position Title: Executive Assistant & Coordinator
Location: Springfield, MO area – some remote work allowed, but local candidates only
Employment Type: W-2 Part-Time (15–20 hours/week)
Schedule: Weekdays with some weekend work
Compensation: Starts at $18 per hour depending on qualifications

About Us
Blue Silo is a family-owned and operated farm that has provided high-quality frozen beef, pork, chicken, and turkey cuts directly to our local community since 2017. Our meat is sold directly to local customers through our website with weekly local delivery, in select retail locations and at The Farm Store located on the farm property (Located at 7226 Highway O, Ash Grove, MO 65604). Owners Ian & Kassi Glassman operate the farm business and all its operations.

Position Overview
We're hiring an Executive Assistant & Coordinator to support the daily operations of our farm business. This position is ideal for someone who is agile, highly organized, and energized by both administrative tasks and problem-solving. You'll assist with everything from KPI tracking to vendor sourcing, working alongside Ian & Kassi to keep the business running smoothly behind the scenes.

We're looking for a self-starting, humble team player with a servant's heart—someone who is naturally helpful, detail-oriented, and thrives on completing both repetitive tasks and deep-focus work. If people describe you as a quick learner, go-getter, and trustworthy adult who doesn't need to be asked twice, we want to hear from you.

Key Responsibilities

- ➔ Track and input key performance indicators (KPI) and harvest record data using Google Workspace
- ➔ Create and manage orders in Grazecart (our online store platform)
- ➔ Generate sales and performance reports in Square
- ➔ Organize pre-order paperwork and related logistics between customers and butcher shop partners
- ➔ Source supplies and products from vendors
- ➔ Coordinate scheduling and communication with Farm Store team members
- ➔ Update and maintain online store product listings and inventory

BLUE SILO
BEEF, PORK & CHICKEN
SPRINGFIELD, MISSOURI

➔ Operate the Farm Store for 1-3 weekend shifts per month.

What We're Looking For

- Strong digital organization, time management, and communication skills
- Comfortable adopting and learning new tech/software systems
- Ability to execute both repetitive admin tasks and creative deep work
- Proven reliability — no excuses, dishonesty, or laziness tolerated
- A "How can I help?" attitude with initiative and follow-through
- Comfortable with in-person, customer-facing work and lives within driving distance of Springfield, MO
- Previous experience as a farmer, small business owner, or stay-at-home parent is a huge plus

Requirements

- Resume and references required to apply
- Must be available to work 15-20 hours per week, including some weekends. Some scheduling flexibility available.
- Must be within commuting distance of our farm and Springfield, MO
- Interest in food, farms or cooking a plus!

Compensation

- Position starts at $18-$22/hour depending on qualifications, with opportunity for growth and increased responsibilities.
- Employee discounts on farm products

Questions about the position?
Direct any questions to Kassi by email - kassi@bluesilobeef.com

How to apply
Complete the application form below. Share your favorite meat cut as part of your answer to Question #2.

Only those whose experience closely matches the role will be contacted for an interview. The position will remain open until filled by the right candidate.

Blue Silo Executive Assistant & Coordinator Application