



# Washington Hop Commission

P.O. Box 2885 ♦ Yakima, Washington 98907 U.S.A.  
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## Events and Special Projects Job Posting

**Title:** Events and Special Projects Coordinator  
**Company:** Washington Hop Commission, Yakima, WA  
**Status:** Full-time, Permanent, Exempt

The Washington Hop Commission – an agency of the State of Washington (commodity commission) representing hop growers – is seeking a full-time Events and Special Projects Coordinator.

Home to numerous multi-generational farms, the Yakima Valley currently produces approximately 75% of hops in the U.S., and about 30% of the world's supply. Yakima has a rich and deep history in the hop industry with Washington consistently providing the world's breweries with 60+ varieties of premium hops, thanks to experience, ideal growing conditions, and a commitment to quality & excellence.

Due to the relatively small size of the U.S. and global hop industry and Washington's large stake, Commission employees are also involved in projects that are global in scope – including external-facing programs in marketing, promotion and statistics, along with internal-facing programs for grower support (research, regulatory and legislative, education, etc.). The successful candidate will work with people across the country and the globe in several facets, including hop production, brewing, hospitality, logistics, and numerous other industries. The potential for increased responsibility, growth and career development opportunities is considerable.

### Position Description

The Events and Special Projects Coordinator will manage and provide logistical and detail support for specific events and activities for the Washington Hop Commission, Hop Growers of Washington, and Hop Growers of America, including HGA's Trade Education and Communications (TEC) Program, and other projects as assigned.

Projects will range from administrative support, planning and execution of international trade show logistics (international shipments of beer and hops, interfacing with trade show contractors), and the planning of other large industry events, including the annual American Hop Convention. Position will provide major support for the HGA Trade Education and Communications program.

Specific responsibilities include:

- American Hop Convention planning and execution, annually supporting the host committee with budget management, registration, digital and printed materials, tradeshow, venue/hotel contract negotiations, and sponsor procurement.
- Logistics for tours, meetings, events, and activities
- USA Hops website, social media, and general inquiry support
- Preparation and maintenance of project protocols and procedures
- Technology support for project management and communications systems
- Preparation of HOP NEWS articles, reports to growers and members and grant reports
- Hop and beer procurement for HGA TEC program, including and logistics/shipping/export
- Communications with industry partners as needed to carry out program elements
- Travel as necessary to carry out program responsibilities

### **Required Qualifications and Experience**

- Nimble, with the ability to simultaneously work on multiple projects and understand prioritization
- Problem solving, with the ability to learn and adapt to new project requirements, work within a team, and respond to priorities to ensure project success.
- High level of organization and attention to detail
- Critical thinking skills and the ability to work independently
- Ability to work in a team atmosphere
- Computer skills including publishing articles to website
- Proficiency in Microsoft Office suite, including Publisher
- Comfortable interfacing with the public/Board Members, and presenting on project success and status
- Professional demeanor
- Possession of a passport or ability to obtain a passport upon hire and travel internationally

### **Preferred Qualifications and Experience**

- Four-year college degree
- Post-college or equivalent experience
- Experience in one or more of the following industries: agriculture, hops, brewing, export and trade, event management or marketing/public relations
- Interest in beer, brewing, agriculture, and International issues
- Leadership experience and the ability to work with multiple personalities
- Public speaking skills

### **Working Conditions/Hours**

- This is a salaried position with office hours of 8 am to 5pm; work hours and time commitments will vary outside of office hours during events, travel, and lead up time as needed
- Sitting and standing for long periods of time due to desk work and tradeshow/events
- Must be able to lift 50 pounds without assistance and maneuver heavier packages and objects, such as a keg, safely using proper body mechanics, as needed
- Domestic and International travel

### **How to Apply**

Candidates may apply by submitting a cover letter and resume to [washingtonhopcommission@gmail.com](mailto:washingtonhopcommission@gmail.com) with "Events-Special Projects" in the subject line.

Salary commensurate with qualifications.

Benefits include health insurance, State of Washington retirement program, and paid vacation and sick leave.

**Position open until filled, with resumes reviewed as received.**

*The Washington Hop Commission is an Equal Employment Opportunity/ADA compliant employer. WHC does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or familial status.*