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# Employment Opportunity

April 2021

## WASHINGTON HOP COMMISSION Office Manager Position Announcement

The Washington Hop Commission (WHC) is seeking a full-time Office Manager to join our dynamic team. We seek a reliable, organized individual that is up to date on Microsoft's suite of programs and enjoys interacting with a wide variety of people and personalities. This position offers an exciting opportunity to support the largest hop producing region in the world. With WHC employees also administering Hop Growers of America (HGA), this position offers the opportunity for the successful candidate to contribute to programs with local, national and international impact while receiving State of Washington employee benefits in a collaborative office environment in the heart of downtown Yakima.

### **About the Organization:**

The WHC is an agricultural commodity commission (state agency) based in Yakima, Washington representing the hop industry. WHC also provides contracted administrative services for two non-profit trade organizations, Hop Growers of America (HGA, representing all hop growers in the U.S.) and Hop Growers of Washington (HGW, representing Washington hop growers). Information about the programs and activities of these organizations and their committees may be found at [www.usahops.org](http://www.usahops.org).

WHC promotes a spirit of teamwork among those employed by the organization, with other organizations for whom we provide administrative services, and with the outside organizations with whom we collaborate and cooperate.

### **Job Description**

The Office Manager will have responsibility for cross-functional and program support for Washington Hop Commission, Hop Growers of Washington and Hop Growers of America. This position will require project and office management skills, clear communication, demonstrated proficiency of the Microsoft Office suite of programs, and the ability to learn about and support all organizations and committees. The Office Manager reports to the Executive Director.

### **Specific responsibilities include:**

- Act as first point of contact for members
- Maintain membership database and email distribution groups
- Issue grower numbers and maintain database
- Manage hop bale stencil orders
- Manage record retention schedules per state requirements
- Be familiar with legal requirements of state commodity commissions regarding communications, records, public meetings, promotional hosting, etc.
- Compile staff travel claim documentation
- Assist with WA State Code Reviser notifications
- Assist with American Hop Convention

- Assist Marketing Director as needed, including shipping documentation and deployment, and inventory management
- Compile, finalize and distribute newsletters and other member communications working with newsletter and database software
- Upload reports to federal grant management portals
- Assist with grant and contract management and databases
- Assist with scheduling and logistics for Congressional visits
- Prepare and distribute board communications
- Manage board meeting minutes
- Maintain board and committee directories
- Maintain inventory of office supplies and tangible assets
- Participate in staff planning sessions and development of work deadlines
- Website updates
- Review and proofread documents
- Assist with other projects and events, as directed by the Executive Director

### **Required Qualifications and Experience**

- Associate's Degree and/or robust work experience
- Ability to simultaneously work on multiple projects and understand prioritization
- Problem solving, with the ability to learn and adapt to new requirements, multiple information sources, work within a team, and respond to priorities
- High level of organization and attention to detail
- Critical thinking skills and the ability to work independently
- Proficiency in Microsoft Office suite, particularly Word, Excel, Powerpoint, and Outlook
- Good written and verbal communication skills
- Professional demeanor

### **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 program events and travel, as needed
- Sitting and standing for long periods of time due to desk work and events
- Must be able to lift 50 pounds without assistance and maneuver heavier packages and objects safely using proper body mechanics
- Domestic travel

### **How to Apply**

Candidates may apply by submitting a cover letter and resume to [washingtonhopcommission@gmail.com](mailto:washingtonhopcommission@gmail.com) with "Office Manager Position Application" in the subject line. Please include two personal references and two professional or academic references.

Salary commensurate with qualifications.

Benefits include health insurance, State of Washington retirement program, paid vacation and sick leave, and holidays as defined by the State of Washington.

Interview process for selected candidates will include skills testing.

**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, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.*

Applicants with disabilities who require assistance with the recruitment process will be accommodated to the extent reasonably possible.