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Employment Opportunity

October 2021

WASHINGTON HOP COMMISSION

Program Assistant and Membership Coordinator Position Announcement

The Washington Hop Commission (WHC) is seeking a full-time Program Assistant and Membership Coordinator to join our dynamic team. We welcome 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. As WHC employees provide administrative services to Hop Growers of America, this position offers an exciting opportunity to support the largest hop growing region in the world and contribute to programs with local, national, and international impact while receiving State of Washington employee benefits in a collaborative office environment nestled 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.

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 Program Assistant and Membership Coordinator is responsible for providing administrative support to aid the success of programs and committees of the Washington Hop Commission, Hop Growers of Washington, and Hop Growers of America. The Program Assistant and Membership Coordinator reports to the Executive Director and collaborates closely with all members of the team.

Responsibilities include:

- Manage membership and grower databases, communications, and general inquires
- Assist in planning and overseeing of program events
- Assist in overseeing the budget for routine and special events
- On-site and off-site meeting preparation
- Prepare and distribute board communications in reference to meetings
- Attend board meetings and record minutes
- Prepare and submit compliance and grant related documents, such as records to state archives, grant reports, and code revisor notifications
- Assist with compliance, training activities and grant/contract management activities
- Type letters and reports as needed
- Proofread documents

- Perform website updates as directed
- Compile and distribute bulk mailings
- Complete supply inventories and purchase reorders as necessary
- Perform additional tasks as may be required by the Executive Director

Minimum Qualifications

Associate degree in Business Administration or related area, or High School Diploma or GED AND 2 additional years of relevant experience.

Desired Skills, Knowledge and Abilities

Exhibits friendly and professional demeanor; capable of multitasking on a regular basis, prioritizing tasks, implementing strong organizational skills, and paying close attention to detail; demonstrates the ability to work with diverse personalities, support team members, interface with board members, and interact with constituents by email, phone, and in person; equipped with strong computer skills including MS Office Suite, project management systems, and website CMS; ability to problem solve and to learn/adapt to new requirements; good written and verbal communication 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 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 with "Program Assistant 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.