



MAILING: P.O. BOX 2885 // YAKIMA, WASHINGTON 98907 U.S.A.

OFFICE: 32 NORTH 3RD ST. SUITE 408, YAKIMA, WA 98901 // 509.453.4749

Employment Opportunity

February 2023

WASHINGTON HOP COMMISSION Program Coordinator Position Announcement

The Washington Hop Commission (WHC) is seeking a full-time Program 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 Coordinator is responsible for management of specific events and activities for the Washington Hop Commission, Hop Growers of Washington, and Hop Growers of America, as well as providing support for the Technical, Education and Communications (TEC) Program and other projects as assigned. Management of these activities includes planning and execution support of international and domestic trade shows, technical seminars, and brewing contests; planning and execution support of other large industry events, including the annual American Hop Convention; social media outreach, member communications and education projects; as well as planning support for board meetings, grower meetings, field days and other events as assigned. The Program Coordinator reports to the Executive Director and collaborates closely with all members of the team.

Responsibilities include:

- Facilitate planning and oversight of program events, including working with contractors and service providers.
- Conduct sponsorship outreach and coordination, including sponsor recognition in grower communications, website, social media, on-site at event, etc.
- Administer USA Hops website event updates and assist with maintenance of other website resources.

- Assist with event and program budget planning and tracking.
- Support the annual convention host committee with coordinating input, facilitating meetings, program development, registration, digital and printed materials, and execution of this annual event.
- Manage contracts for event vendor agreements.
- Coordinate logistics for all material, beer and hop shipments.
- Organize logistics, planning and execution of tours, meetings, and events.
- Assist with scheduling and logistics for State Legislator and/or Congressional Hill visits.
- Track project progress and maintain/update project protocols, procedures, and historical reference data.
- Provide oversight of the annual Central Washington State Fair hop display, including hop bine and bale procurement, updating educational information, decorating, cleaning, and daily booth maintenance during the fair.
- Oversee social media monitoring, posting and responses, including USA Hops Instagram and Facebook pages with assistance from team members on specific program area posts.
- Distribute member communication newsletters, articles, grower reports and publications, board materials, and other outreach materials.
- Plan and procure beer for program projects and events.
- Monitor and track event supply inventories and overseas contractor asset inventories and shipments.
- Maintain printed asset inventory (brochures and handouts), organized by language translation; conduct annual reviews and update and/or create event-specific assets as needed.
- Participate in staff planning sessions and development of work deadlines.
- Perform domestic and international travel as necessary to carry out program responsibilities.
- Attend to general member inquiries from website, social media, phone, email, and other sources, forwarding to appropriate program director as needed.
- 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 and international travel
- Possession of a passport or ability to obtain a passport upon hire

How to Apply

Candidates may apply by submitting a cover letter and resume to washingtonhopcommission@gmail.com with "Program Coordinator 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.