



Washington Hop Commission

301 W. Prospect Place ♦ P.O. Box 1207 ♦ Moxee, Washington 98936 U.S.A.
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Project Assistant, Event Coordinator Job Posting

Title: Project Assistant and Event Coordinator

Company: Washington Hop Commission; Yakima Valley, WA

Status: Full-time, Permanent. Exempt.

The Washington Hop Commission – an agency of the State of Washington (commodity commission) representing hop growers – is looking to hire a full-time Project Assistant and Event 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 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 a number of facets, including hop production, brewing, and numerous other industries. The potential for increased responsibility, growth, and career development opportunities is considerable.

Job Description

Projects will range from daily administrative work, managing databases and handling confidential information, to international trade shows and the coordination of large industry events, including the annual American Hop Convention. Excellent organizational skills and the ability to concurrently handle several projects, each with a different focus, is required. Excellent written and verbal communication skills, with the ability to effectively communicate with a diverse population, is important. Secondary language skills are helpful.

- Act as the consistent “hub” for all sponsorship and logistical support for the American Hop Convention, annually assisting the host committee with planning, registration, materials, and execution of this annual event.
- Primary point of contact for Small Growers and Grower Number Applications.
- Team lead on logistics for tours, meetings, events, and activities.
- Office administrative assistance, including shipping, meetings and minutes, telephone, etc.
- Website maintenance
- Tradeshow and event staff
- Record keeping of project progress
- Other duties as required

Required Qualifications and Experience

- Ability to simultaneously work on multiple projects and prioritize, but vocalize when help/guidance is needed
- High level of organization and attention to detail
- Critical thinking skills and the ability to work independently, within the confines of team projects
- Ability to work in a team atmosphere
- Computer skills including publishing articles to website
- Proficiency in Microsoft Office suite, with heavy emphasis on database management in Access and Excel
- Other duties as required
- Verbal skills and comfortable interfacing with the public
- Professional demeanor
- Possession of a passport or ability to obtain a passport upon hire

Preferred Qualifications and Experience

- Four year college degree
- Minimum 3 years of post college or equivalent experience
- Secondary Language, preferably German or Spanish
- Experience in one or more of the following industries: agriculture, hops, brewing, export and trade
- Interest in beer, brewing, agriculture, and International issues
- Leadership experience and the ability to work with multiple personalities and volunteers
- Public speaking skills

Working Conditions

Work Hours

- This is a salaried position with office hours of 8-5. 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 WashingtonHopCommissionComms@gmail.com with "Project Assistant" in the subject.

Salary commensurate with qualifications.

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

Position open until filled, first date of resume reviews will be Dec 27.

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.