



ADMINISTRATIVE ASSISTANT

The Maine craft beer industry is growing, and so is our organization. The Maine Brewers' Guild, a 501(c)6 nonprofit with a mission to promote and protect Maine's craft beer industry, is seeking a part-time Administrative Assistant.

POSITION DESCRIPTION

Roles and Responsibilities:

The Administrative Assistant will be a critical part of a growing organization. Primary responsibility will be to assist the Executive Director with tasks as assigned – mostly within the **communications** and **events management** areas.

The role will require 10-15 hours per week of work and the worker must be based in Maine and have the ability to work from home. The successful candidate will be familiar with the Maine craft beer industry and nonprofit/ communications work and have some event coordination experience. The work will consist of both administrative tasks, and self-directed projects.

Communications and Events Management

The Administrative Assistant will ensure strong engagement between the Maine Brewers' Guild organization and our members and supporters. The ideal candidate will also show:

- **Strong, clear communication skills** with attention to detail.
- **Event Management Skills** and experience organizing events/ fundraisers.
- **Experience with Constant Contact** or newsletter creation and editing.
- **Experience with Google/ Dropbox programs** (e.g. gmail, google docs, spreadsheets, google forms...etc.)
- **WordPress website administration** experience. Basic html and/or website management and/or a willingness to learn.
- **Social media management expertise:** Create and execute plan for consistent social media presence – promoting members, sharing news and events, and building on existing brand voice of Guild and Maine craft beer industry with a goal of growing follower base, increasing email subscriber lists, and keeping Maine craft beer top of mind for consumers. (IG, Twitter, FB)

Administrative Tasks:

- **Maine beer trail passports** – receiving, tracking, and shipping rewards.
- **Merchandise management** – tracking inventory of Guild based merchandise, ensuring minimum quantities on hand, liaising with fulfillment partner.
- **Member database management** – ensuring all member info is up to date and accurate.

- **Member's Resource Packet** – lead creative effort to design, print, and distribute packet to members.
- **Publishing Calendar of Events.**
- Other duties as assigned.

Not required, but the best candidates might also have...

- **Infographic/ visual storytelling experience.** The Guild has data from our brewers, partners, and our own programs that may be more useful if developed into graphs, charts, and other infographics that are ripe for use on social media or for internal communications.
- **Graphic design skills:** We need someone to create posters/ graphics for our events, update our beer trails...etc.
- **Video/ Photography skills:** If you take great photos or can shoot short videos and edit them well – we have no shortage of ideas on how you can use these skills to tell the story of Maine craft beer.
- **Event Management skills:** from tables and chairs to sponsorships and ticketing, and everything in between, the Guild puts on a lot of events and the Administrative Assistant will play a key role in ensuring the continued growth of our event calendar.

Compensation:

This is a part-time position. The Administrative Assistant will begin working on or around July 1st, and will be paid an hourly rate as an employee of the Maine Brewers' Guild.

HOW TO APPLY:

Applications should be submitted to info@mainebrewersguild.org and should include a resume and brief cover letter. The cover letter can be addressed to 'Board of Directors of the Maine Brewers' Guild.'

Deadline for applications is July 1st at 5:00PM.