



BEER WORTH FINDING  
**VERMONT BREWERS  
ASSOCIATION**

**Job Description for Position of Office Manager**

**Reporting Relationship:** Executive Director

**Status:** Part time, non-exempt

**Background:**

The Vermont Brewer's Association is a nonprofit organization founded in 1995 to promote and strengthen the culture of craft brewing in Vermont through marketing, education and advocacy for Vermont made beer. The membership has grown to 56 members across the state and the association is well known for sponsoring the Vermont Brewer's Festival each July on Burlington's Waterfront. Over the past two years operations have grown to include a winter festival at Killington Resort, Green Mountain Beer Week, Technical and Education seminars, a robust internship program and an online craft beer mobile app. Due to the explosion of breweries in Vermont, the growing national reputation among beer lovers everywhere and increased administration to support daily operations, the staff and Board of Directors have recognized the need to hire a part time Office Manager.

**Overview:**

The Office Manager will oversee the daily operations of a dynamic office environment. This position will provide support to both the Executive Director and the Festival and Marketing Manager while directly managing two interns per semester. General administrative duties will support both consistent operational needs as well as a series of small and large events throughout the year. The Office Manager will be responsible for extensive written and oral communication and be required to schedule appointments and work within the calendar constraints of two full-time staff members.

The Office Manager must have the ability to prioritize while working on multiple projects at once and flourish in a fast-paced work environment. Minimum of 5 years of experience in administrative support and office management is required. Experience in event planning is desired. This is a part-time position that will require flexibility to work some evenings throughout the year and weekends during the winter and summer festivals. Traveling to occasional Association events and meetings will also be required. Office is based in Burlington, Vermont.

**Duties and Responsibilities:**

- Office Management
  - Manage online forum for members.
  - Oversight of the Passport Program fulfillment. Filtering mail, managing internship hours for execution, inventory management and merchandise ordering.
  - Train interns in general office systems to include Craft Beer Monkey content management system, website management, Dropbox, SurveyMonkey, Constant Contact and social media
  - Attend committee meetings, take notes and document meeting minutes
  - Manage multiple VBA email accounts
  - Ensure all members' taprooms are stocked with accurate promotional materials
  - Office supply inventory management and ordering
  - Handle inquires, calendar management and correspondence for full-time staff
  - Manage travel arrangements for staff for local and national events
  - Online and paper file management, including robust photo library
  - IT support
- Executive Director Support
  - Support of monthly newsletter execution
  - Assist in board meeting preparations

- Assist in grant reporting by compiling electronic documents for submission
- Accounts payable and receivable support
- Marketing and Communication Support
  - Maintain the VBA members' online event calendar
  - Support for marketing of VBA events, including social media and email marketing
  - Distribute media and promotional materials
  - Support the maintenance of the VBA website through a Wordpress platform
  - Basic Photoshop / InDesign or Canva design skills for small digital design work
- Event Support
  - Support the execution of the Vermont Brewers Festival at Burlington and Killington. These festivals are the primary revenue generators for the Association and supporting event logistics and details in a face paced environment is essential.
  - Administrative support for the development and execution of education events, board meetings and networking events
  - Scheduling venues, renting equipment and securing food and tracking RSVPs for all VBA coordinated meetings and events
  - Volunteer outreach and management for both Vermont Brewers Festivals. Manage inquires, assigning roles, outreach and stewardship.
  - Coordinate tap takeovers at annual Craft Brewers Conference. Includes securing a location, collecting beer lists and managing logistics of delivery.
  - Data management for Killington and Burlington including insurance tracking, website, mobile app, festival guide and brewer online ordering system.

**Requirements:**

- Must be very organized and have strong attention to detail
- Possess excellent verbal and written skills
- Creative approach to problem solving
- Proactive self-starter and autonomous worker
- Possess patience in a frequently fast-paced work environment
- Ability to prioritize tasks on multiple projects by scheduling manpower appropriately
- Skilled at building relationships with varying personalities
- Experience in managing large teams of volunteers, while providing leadership, motivation, direction and support to the entire team.
- Must be comfortable and adept at working with VBA Board of Directors, brewers, suppliers, retailers, distributors, craft beer enthusiasts and others in the industry
- Must obtain DLC 1<sup>st</sup> class servers permit
- Adept at social media management
- Must be proficient in Microsoft Office (specifically Excel), Constant Contact and should be able to use Adobe Acrobat and Photoshop or InDesign
- May be required to travel to occasional Association events and meetings
- Must be comfortable having dogs in the office, have a sense of humor and a commitment to a healthy work-life balance
- A valid driver's license is required
- DLC 1<sup>st</sup> class servers permit

**Physical Demands:**

The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required include close vision, peripheral vision, depth perception and ability to adjust focus. The employee is frequently required to stand; walk; sit and talk or hear. Occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Compensation:**

- \$20 an hour for an average of 24 hours a week (festival weeks may require more)
- Mileage reimbursement for travel

Email cover letter and resume to [admin@vermontbrewers.com](mailto:admin@vermontbrewers.com)

## Projects for Final Round of Interviews

Plan the annual meeting

- 9-5 meeting with PPT and guest speakers
- Lunch provided
- Brewery location that can hold 100 people
- Music
- After party
- \$8K budget
- Do a draft budget
- Suggestions for who sponsors could be

Work plan for the day. How would you prioritize the projects.

- Email
- Voicemail
- Mail
- Intern projects
- Calendar scheduling
- Website updates
- Social media posting and event posting

Emails that come in. Which ones would you respond to, which ones go to staff. Draft what a response might look like.

- Passports needed in the taproom
- Internship application
- Vendor inquiry for festival
- Broken festival glass that needs to be replaced
- Store orders
- Space that is perfect for a brewery
- Mobile app feedback

If you were visiting friends or family from out of state, what beer would you bring to represent the Vermont beer brand?

What excites you about working for an association that represents Vermont's craft beer industry?  
What excites you about this position?

Tell us about an event that you were part of executing and what role did you play in that event?

Describe a time when you coordinate several projects at the same time, how did you juggle all the projects?

What kind of oversight and interaction would your ideal boss provide

What professional achievements are you most proud of?

What are three words you would use to describe your ideal work environment

What do you like to do outside of work

Best working relationship you have had with a manager? Follow-up how would you describe your management style

What level of experience / engagement do you have with social media personally and professionally and how might you bring that experience to this position?