



Michigan Brewers Guild, Inc., (517)-327-5004

225 W. Washtenaw, Ste C, Lansing, MI 48933

**Position: Communications Manager**

**Posting Date: June 2012**

**Summary:** The Communications Manager will help with the daily operations of the Brewers Guild. This person will report to the Executive Director, but will also take direction from the Board of Directors.

**Details:** Salary range \$28,000 - \$40,000 based on qualifications. Reimbursement for designated travel. No benefits. Relocation not necessary.

**Resume Deadline: July 8, 2012**

**Contact: [secretary@michiganbrewersguild.org](mailto:secretary@michiganbrewersguild.org)**

### **Areas of Focus**

#### **In administration, the Communications Manager will:**

1. Execute all Guild shipping and mailing including assembly and storage of materials.
2. Manage Brewery and Allied Trade membership renewals.
3. Prepare for, attend and direct all Board meetings and any Special Meetings in conjunction with the Executive Director including preparing/distributing agendas, generating financial reports, taking/posting meeting minutes.
4. Maintain up to date contact information for multiple contact types including members, vendors, media, etc.
5. Maintain official records and documents including check ledger, quickbooks, etc.
6. Process and track payments and receivables including invoicing.
7. Manage mail communications including opening and distributing mail.
8. Maintain and manage various staff, Board, committee and other interested party schedules pertaining to Guild projects.
9. Assist Executive Director with orientation of new Board members including responsibilities, expectations, and a review of history, mission, financial overview, etc.
10. Assemble and distribute information to Board or committee members for evaluations of staff, projects, etc.

#### **In communications, the Communications Manager will:**

1. See that the Executive Director is kept fully informed on the results of any his/her actions.
2. See that all membership types receive timely notices and bulletins regarding Guild activity and important industry issues.
3. Work with our PR firm to publicize the activities of the organization, its programs and goals.
4. Establish sound working relationships and cooperative arrangements with all Brewery and Allied Trade members, community groups, and organizations.
5. Represent the programs and point of view of the Brewers Guild to agencies, organizations, and the public.
6. Ensure timely management of all Guild e-mail correspondence.

#### **In event planning and management, the Communications Manager will:**

1. Assist the Executive Director in planning, set-up, execution, tear-down, follow-up, etc. of all our beer festivals and other events.
2. Handle logistics and registration at our Winter Conference, Legislative Day, fund raisers and the like.
3. Handle on site logistics at all of our beer festivals and other events.
4. Conduct follow-up surveys after all of our events.



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**Strengths needed:**

- Organization
- Self-motivation
- Time management
- Passion
- Versatility
- Personable and service oriented attitude

**Job requirements:**

- Ability to travel to events including overnight stays
- Reliable transportation
- Some storage space for Guild materials

**Skills required:**

- Excellent computer skills.
  - MS Office (Word, Excel, PowerPoint)
  - General e-mail and web usage
- Technology savvy
  - Social media
  - Smartphone
- Very good to excellent book keeping skills
  - Quickbooks
  - Manage and track invoicing and receivables
- Very good to excellent writing ability.
  - Bulletin-type updates
  - Member communications
  - Community outreach (especially event communities)
- Very good to excellent speaking ability
  - Phone etiquette
  - Background knowledge of Michigan beer industry

**Please Provide:**

- Resume/CV
- References
- Your physical address

**Resumes must be submitted by July 8, 2012 to [secretary@michiganbrewersguild.org](mailto:secretary@michiganbrewersguild.org).**