

**COLUMBIA GORGE WINEGROWERS  
COORDINATOR POSTION**

**PURPOSE OF POSITION:**

Under the general direction of the Board of Directors, serve as Coordinator for the Columbia Gorge Winegrowers Association (CGWA), a 60+ member non profit trade association promoting the Columbia Gorge wine region.

**ESSENTIAL JOB FUNCTIONS:**

***MEMBERSHIP SERVICES***

Manage regular and association membership program. Responsible for renewal notices, maintaining membership database, answering membership inquiries, keeping communication strong between members, and arranging and attending quarterly membership meetings.

***MARKETING SUPPORT SERVICES***

Coordinate map upgrades, publication, and distribution. Coordinate events, including the Gorge Wine Celebration. Manage and coordinate all marketing (press releases, print ads etc...) directed by marketing committee. Arrange and attend monthly marketing committee meetings. Produce a bi-weekly e-newsletter. Act as a representative to regional and state agencies. Update and maintain the website. Represent the CGWA at regional and state winegrower events. Field media inquiries. Maintain and disseminate media kit.

***GENERAL OPERATIONS***

Serve as main point of contact and coordinate correspondence for all CGWA communication (telephone, email, and paper). Field tourist inquiries. Coordinate distribution and maintain inventory of CGWA winebags, wine glasses, and 6-pack carriers. Work with Treasurer to coordinate invoices, bill payments, and membership dues. Arrange and attend monthly board meetings.

***RESOURCE DEVELOPMENT***

Assist with the recruitment of new CGWA members. Write and implement grant-funded marketing projects. Maintain relationships with wineries, vineyards, wine-related businesses, local economic development agencies and chambers of commerce.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Excellent verbal and written communication skills; current software skills; proficiency in handling a multitude of varied projects; demonstrated ability to establish and maintain effective professional working relationships; working knowledge of web authoring tools and Microsoft

Office; ability to work both independently and in a team environment; consistent reliability; proficiency in project budgeting and fund management, and positive “can do” attitude, especially to provide superb customer service.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of valid driver’s license and personal computer. Must live in the Columbia River Gorge.

**DESIRABLE REQUIREMENTS:** Previous experience with membership organizations. Interest in the wine industry, Oregon and Washington liquor server’s permits. .

**WORKING CONDITIONS:** This job is approximately .75 FTE. Coordinator must supply computer and office space. Works under the general direction of the Board of Directors and Marketing Committee.

**COMPENSATION:** \$2,500/month. 10% industry discount on wines from CGWA members.

