



Brewers Association Job Description

Date: 10/24/14

Position Title: American Homebrewers Association Administrative Assistant

Department: American Homebrewers Association

Position Reports To: American Homebrewers Association Assistant Director

General Purpose:

This full time position provides administrative support to the American Homebrewers Association (AHA) staff. Particular areas of focus include AHA Member Deals and member communication, the AHA's coordination with the Beer Judge Certification Program, and the National Homebrew Competition. This position will also generate content for HomebrewersAssociation.org.

Essential Duties:

- Assist with communication with AHA Member Deal Participants.
- Manage Gift Card Resale Program.
- Track Member Shop renewals and work with Business Coordinator on outreach to shops.
- Manage Zymurgy Resale invoicing.
- Provide general administrative support to BJCP program.
- Provide general administrative support on National Homebrew Competition.
- Write and edit copy for HomebrewersAssociation.org.
- Update the AHA's Facebook page with upcoming events and relevant announcements.
- Perform outreach to homebrew supply shops and homebrew clubs to promote AHA Rallies.
- Attend weekly AHA division staff meetings.

Other Duties

- Print and mail promotional posters for AHA Rallies.
- Pursue leads on potential new AHA Member Deals and Retail Sales Program participants.
- Update in-house database as necessary with new club or Program participant information.
- Attend and notate monthly AHA meeting.
- Attend bi-weekly AHA marketing meetings and provide input on marketing efforts for AHA membership and events.

Skills, Knowledge and Abilities:

- Basic knowledge of homebrewing processes.
- Excellent written and oral communication skills.
- Ability to thrive in cooperative office environment.
- Strong attention to detail.
- Ability to focus on one task for several consecutive hours.
- Basic knowledge of Microsoft Office Suite.

Travel Required:

Travel to National Homebrewers Conference and the Great American Beer Festival[®] required. Travel to AHA Rallies and select homebrewing events as needed.



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Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

Equal Opportunity

Brewers Association is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital/familial status.