

# **JOB POSTING - OPERATIONS MANAGER**

Rochester Hills, MI



Reports To: Executive Director & Mead Institute Executive Board

Position Type: Part Time or Full Time

Compensation: Salary Commensurate with Experience up to \$60,000. Benefits Package.

## **JOB SUMMARY:**

### **SKILLS AND QUALIFICATIONS:**

- Must be 21 years of age or older.
- High School diploma required. College diploma preferred.
- High level of craft beverage product knowledge preferred.
- Previous management or leadership experience preferred.
- Ability and willingness to maintain a flexible work schedule – occasional weekends, evenings, and extended workdays are necessary.
- Ability to work independently with little supervision – self motivated.
- Working knowledge of Microsoft Office & Google Drive: Docs, Sheets, Slides, Forms.
- A high level of professionalism and commitment to quality.
- Strong written and oral communication skills.
- Strong organizational, planning and project management skills.
- Excellent customer service and interpersonal communications skills.
- Flexibility with a growing organization.

### **ROLES AND RESPONSIBILITIES:**

- Enable the success of the organization in accomplishing its mission and strategic objectives by:
  - Producing communications materials
  - Managing communications channels,
  - Developing operational plans
  - Maintaining operational plans
  - Executing operational plans in partnership with Executive Director.
- Organize and execute:
  - Social media and email updates including Instagram, Facebook, Pinterest, and MailChimp email service.
  - Order fulfillment and shipping.
  - Webinars. Communicate with the board in planning appearances and tastings.
- Project management. Maintain and update membership contact information regularly.
- Work with the board to keep members informed of new offerings and events.
- Conduct regular calls with members.
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations. Accomplishes marketing and organization mission by completing related tasks as needed.
- Protects the organization's value by keeping information confidential.
- Other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS:**

- The employee is frequently required to stand, walk, sit, use hands to handle or feel, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.
- Vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Must be able to lift and move 50 lbs.

**TO APPLY:**

Please provide a résumé and cover letter to [alyson@meadinstitute.com](mailto:alyson@meadinstitute.com)