



Administrative Assistant

Company Summary: The Idaho Wine Commission supports Idaho's wine grape growers and winemakers. The Idaho Wine Commission acts as the united voice for the Idaho wine industry, helping to grow awareness and sales of Idaho wines. Idaho wines are high quality, an important part of Idaho's economy and growing and developing.

Reports to: Executive Director

Rate: \$15.00/hour

Location: Downtown Boise/Remote

Time Commitment: 15-19 hours/week

Position Description: Individual will be working with the Executive Director, Operations & Finance Manager and Industry Relations Manager. Responsibilities will include but are not limited to out of office tasks, administrative duties, industry member interactions, research for commission and members, report preparation, proofreading, and other various aspects of the commission as needed. This position involves both task orientated and administrative work to ensure the office runs smoothly.

Competencies:

- Detail-oriented with the ability to proofread & check documents for accuracy and inconsistencies
- Punctual
- Computer literate with working knowledge of Word, Excel & PowerPoint
- Excellent communication skills; both oral & written
- Strong interpersonal skills with the ability to influence others in a positive & effective manner
- Strong initiative & can do attitude
- Team player
- Ability to lift up to 40 pounds
- Able to perform independent tasks including research without oversight
- Ability to learn regulations related to the industry
- Demonstrated ability to contribute to a continuous learning & process improvement environment
- Capacity to react quickly and decisively in unexpected situations

Duties and Responsibilities will include but are not limited to:

- Front line of communication for answering phones and office visitors
- Scanning, Copying, Filing, and other administrative duties
- Shipping and packing of materials
- General office duties including out of office tasks & stocking office supplies
- Schedule meetings and agenda development
- Website monitoring and updating for members
- Event support for Savor Idaho, Industry Boot Camp, Idaho Wine Competition and Annual Meeting
- Commission Board Meeting Management
- Capacity to react quickly to changes in the project environment and make decisions to minimize risk to the commission

How to apply: Respond with a cover letter and resume to Brenna Smith – brenna@idahowines.org