



MN Craft Brewers Guild Communications Associate

The Communications Associate assists with the day-to-day communication efforts of the Minnesota Craft Brewers Guild, including public and member-facing emails, newsletters, and social media. The Communications Associate works with and reports directly to the MNCBG Associate Director.

Social Media/Marketing and General Communications – 45%

- With Associate Director, develop marketing copy and graphics for use on social media, web, and newsletters, and post content on social channels and website as needed
- Monitor social channels and social engagement
- Respond to general email inquiries, or forward to appropriate contacts
- Assist with communications for volunteers, public advocacy, and other external contacts

Membership Communications and Updates – 30%

- Answer member inquiries or forward to the appropriate contacts
- Assist with the production of newsletters for multiple membership groups and stakeholders
- Review membership joins, renewals, and drops; maintain member databases, website listings, beer maps, and other member lists as needed

Shop Management – 25%

- Manage online shop including inventory, stock, website listings, orders, and customer inquiries
- Pack and ship online shop orders weekly
- Maintain stock of shipping materials, labels, etc.

Job Requirements

- 21+
- Reliable weekly transportation to MNCBG offices (807 Broadway St NE, Minneapolis, MN 55413)
- Reliable daily internet connection for remote work
- Ability to prioritize tasks, remain focused, and work independently as well as collaboratively
- Keep all MN Craft Brewers Guild information confidential, including but not limited to: internal documents, policies, procedures, member and vendor information



Skills Required

- Excellent writing abilities
- MS Office and Google Suite
- Facebook, Twitter, and Instagram use and best-practices
- Wordpress or other basic website management experience

Additional Experiences Preferred

- Knowledge of craft beer, Minnesota craft breweries, or the craft beverage market
- Managing social media for a business, organization, or brand
- Marketing, PR, or sales
- Photography, graphic design, or video production
- Familiarity with
 - Canva
 - Adobe Suite
 - Hootsuite
 - Asana
 - Kajabi
 - Slack
 - Mailchimp or other email marketing service

Position Details

- 20 hours per week, daytime hours, schedule flexibility
- \$17/hour
- Mostly remote; position requires weekly visits to the MNCBG office and Post Office to fulfill merchandise orders
- Employee will be provided an MNCBG laptop, MNCBG branded clothing, and opportunities to participate in MNCBG festivals and events

Work Environment

While performing the duties of this job, and especially once events are possible again, the employee is occasionally exposed to outdoor weather conditions, large events and crowds, and driving. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The employee must occasionally lift and/or move up to 60 pounds with assistance. The employee is frequently required to stand; walk; sit and talk or hear. 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.