

Special Projects/Events Coordinator

Overview

The Special Projects/Events Coordinator (SP/EC) is a part time, hourly position. The Special Projects Coordinator will report first to the Executive Director and in her absence, to the Office Manager.

Special Events

- ❑ Coordinate and assist in developing winery participation in OWPA sponsored events, including, but not limited to: Vintage Ohio, Wine weekends, wine dinners, outside wine and food events, coordination of activities with other nonprofit and for profit organizations as approved by the board
- ❑ Coordinate volunteers for events including Vintage.

Coordinate the implementation of special projects as undertaken through various state, local and national grants including, but not limited to the License to Steal Wine Marketing Conference and the Winery QR and podcast programs

Tourism Liaison

- ❑ Represent OWPA at local and regional tourism meetings as directed.
- ❑ Support motorcoach/bus marketing programs
- ❑ Attend trade and travel shows approved by the Board of Directors and assigned.
- ❑ Speak to civic organizations about the role of the OWPA when assigned

Manage the hotel/lodging wine getaway programs with various lodgers around the state

Manage the various social networking sites coordinated under the auspices of the Ohio Wine Producers

General Office Duties

- ❑ Answer phones when necessary and route messages to appropriate personnel.
- ❑ Assist in all special event project fulfillment
- ❑ Assist in preparing materials for wine trail events
- ❑ Greet office visitors.
- ❑ Keep updated and accurate files on all projects.
- ❑ Keep work area organized and orderly.
- ❑ Attend regularly scheduled office meetings.
- ❑ Lift one case of wine (up to 30 pounds).
- ❑ Perform other duties as requested by the Executive Director

CONTACT

Donniella Winchell

Executive Director

Ohio Wine Producers Assn.

800-227-6972 www.OhioWines.org