

## JOB DESCRIPTION

### TAYLOR SHELLFISH FARMS



Job Title: Events Administrator

Accountability: Audrey Lamb

Taylor Shellfish Farms is one of the largest producers of farmed shellfish in North America. The company is quickly growing in sustainable shellfish farming with new techniques and innovative growing methods.

#### POSITION DESCRIPTION

Taylor Shellfish Farms participates in a variety of community events in areas where we farm as well as urban centers. The Events Administrator will serve as the logistics planner for Public Affairs events, focusing on planning and hosting community events, presentations, and tours that meet the goals of the Public Affairs team. The administrator will also be responsible for managing the day-to-day tasks for the charitable giving program including coordinating fulfillment of product and financial donations. The Administrator should be passionate about shellfish and local food production, and able to communicate clearly and effectively to public audiences.

This is an hourly position with an average of 30-40 hours per week. This position will include frequent weekend and evening work. The Administrator must follow health and safety protocols for handling shellfish, including being willing to obtain and keep a Washington food handlers card. General knowledge about aquaculture and food production is preferred.

To be considered for this position, please submit a resume and cover letter to [jenniferk@taylorshellfish.com](mailto:jenniferk@taylorshellfish.com) by **December 15, 2015**. Intended start date: February 1, 2016. This position will be based out of the Taylor Shellfish Shelton location.

#### MAJOR AREAS OF RESPONSIBILITY

- Manage all aspects of event coordination including but not limited to event preparation, day-of activities including staffing, supervision, set up, breakdown, and follow up with event partners
- Coordinate event logistics within the company by acting as a liaison between Public Affairs team and Taylor-owned Xinh's Clam and Oyster House, as well as Marketing and Seattle-based catering coordinator
- Maintain the Company events shed by keeping it organized and resupplying products
- Obtain food permits and other documents necessary to safely host events
- Conduct post-event evaluations as well as annual evaluation of program to assess how effectively events are meeting target goals
- Maintain an event tracking database and provide quarterly reports for management
- Coordinate attendance of Taylor Shellfish representatives at external events
- Responsible for day-to-day operations of the charitable giving program: keep donation request inventory, respond to requests in timely manner, coordinate fulfillment of financial and product donations

- Create donation budget, track all donation expenses and provide quarterly reports to management as well as annual recommendations
- Write quarterly company newsletter
- Manage online photo database
- Coordinate the online blog
- Schedule internal meetings
- Ensure safe handling of Taylor Shellfish products to the public

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's Degree
- Must have experience in: event planning, communication, public outreach
- Demonstrated experience leading a team of staff and volunteers
- Excellent organizational and time management skills including significant attention to detail
- Strong presentation and communication skills
- An adaptable approach to problem solving
- Positive, professional, customer-service oriented personality
- Ability to work independently, at times with little direction
- Proficiency with: Microsoft Office – (Word, Excel, Outlook, PowerPoint, Publisher)
- Experience with Constant Contact and Adobe InDesign preferred
- 2+ years of experience in communications and event planning
- Excellent verbal/written skills
- Photography skills preferred
- Must maintain positive company morale
- Participates in company events, as needed
- Regular, reliable, predictable attendance
- Evening and weekend hours required
- Must have a valid driver's license and qualify to drive company vehicles
- Safe food handling practices, knowledge of food safety preferred

#### PHYSICAL DEMANDS

- Ability to sit, stand and/or walk on uneven ground up to 8 hours per day.
- The employee is required to stoop, bend, kneel, twist, and squat 25% percent of the time
- The employee needs to be able to lift up to 50 lbs. (Regularly required to exert up to 20lbs or force, occasionally required to exert up to 50 lbs. of force)
- The vision requirements include: close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus
- Must be able to speak and hear well enough to communicate with co-workers, supervisors and managers
- Must be able to use hands for repetitive simple grasping, pushing, pulling and fine manipulation
- Must have agility and balance to safely climb on machines, boats, etc.
- Must be able to drive up to 4 hours per day to multiple locations

## BENEFITS

- Health benefits become effective the 1<sup>st</sup> of the month following the waiting period of 60 days for eligible employees who work a minimum of 30 hours per week or a bay worker working an average of 20 hours per week. The employee is eligible for 401K after two full months of work prior to July 1st or January 1st and must be over 21 years old. The employee will also receive paid personal time off after 6 months.