

## **Job description for part time student intern**

### **For Ohio Wine Producers – 15-20 hours per week – more or less as the student is available**

Grow our Facebook relationships with those who ask questions or respond our various posts

Assist in in both snail mail and electronic communications with consumers and industry partners

Maintaining and growing an electronic data base

Posting special events of members on our web site

Assisting in the preparation of marketing and professional development tools for the industry

Distribution event tickets requested by various not for profit organizations

Building relationships with not for profit organizations with whom we have had contact

Helping to coordinate a volunteer program for winery events

Helping to establish a series of mini-trail events for regional wineries

Answering the phone and directing callers to the correct staff member

Packing shipments of a myriad of items to various members

Schedule meetings for the Board of Directors

Initiating call for the Director to members, suppliers and various others with whom we work