GEORGIA PEANUT COMMISSION

Job Description

TITLE: Communications Assistant

POSITION OBJECTIVE: Work under the leadership of the Executive Director and as a Team member with other Commission Staff to carry out effective programs. To present a positive image at the point of first contact with the Commission.

REPORTS TO: Executive Director

BACKGROUND: The Georgia Peanut Commission was established in 1961. It is funded through a grower assessment on all peanuts produced and marketed in Georgia with the intent of carrying out programs in the areas of research, education, and promotion. The Commission staff acts as a team to successfully complete its mission.

RESPONSIBILITIES: The person in this position has the primary receptionist responsibilities, greets people in person and on the phone with a cheerful and positive attitude and directs visitors to the proper place for assistance. This person is often the first impression people get of the Peanut Commission and there are no re-dos on first impressions.

They have primary responsibility for the gift shop and educational area and will need to learn basic peanut knowledge in a timely manner. Oversees, coordinates, and performs computerized cash register sales transactions and cash management, inventory, processes online and on-site customers of the GPC Gift Shop.

Oversees area stock and visual merchandising; participates in the development and implementation of on-floor sales promotion campaigns.

Participates with other team members in the establishment and implementation of general marketing plans and programs for the Commission.

This person is responsible for shipping daily packages for gift shop orders, monthly shipments, and special event shipping.

Designs visual and printed materials such as brochures, including collaboration with other team members.

Writes content for company website, social media, video scripts, etc.

Is involved with planning GPC events, seminars and tours.

Seeks to build long-term relationships with influencers and key stakeholders.
Collaborates with the Commission team members to enhance the effectiveness of programs by seeking opportunities to input individual talents when feasible.

Completes other tasks as assigned.

**EDUCATION:** Bachelor’s degree in agricultural communications or a related field. Experience is a plus and will be considered.

**SKILLS REQUIRED:** Firm grasp of English grammar and strong writing and communication skills.

Computer skills including a minimum of word processing and spreadsheet applications and preferably knowledge of Adobe software.

Time management and organizational skills.

Strong interpersonal skills

**PERSONAL ATTRIBUTES:** Solid work ethic

Willingness to learn and grow

Cooperative attitude with ability to be a team player

**ESSENTIAL FUNCTIONS:** Travel for conducting programs as needed and willingness to work extended hours and some weekends are required

Ability to lift boxes up to 25 pounds

**Salary and Benefits:** Salary commensurate on level of education and experience.

Benefits include:
State Retirement
State Health Insurance
State Flexible Benefits

To apply for this position, please send cover letter and resume to Don Koehler, Executive Director, Georgia Peanut Commission, P.O. Box 967, Tifton, GA 31793. Electronic applications will be accepted at don@gapeanuts.com. The deadline for application is open until filled.