

ACORN Winery/Alegría Vineyards, a very small vineyard and winery, is looking for a part time (16 hours a week) administrative associate to join our team, with the opportunity to learn about all aspects of the wine industry.

The primary responsibility will be managing our social media presence across multiple platforms. Our main platforms are Facebook and Instagram, but we are also active on Twitter, Pinterest, and YouTube.

Additional responsibilities include (but are not limited to):

- General administrative tasks in support of high touch and customer centric business, under direction of general manager and owners.

- Data gathering and analysis, from both Google Analytics and our winery database (GrapeGears). Excel proficiency will be helpful.

- Setting up tastings: opening and pouring wines, prepping tables, processing, and filling orders, using GrapeGears POS system.

- Must be able to lift approximately 50 lbs.

If interested, person would have the opportunity to help with harvest.

We're looking for someone who will be comfortable as a valued team member in a dynamic environment, where priorities are fluid.

To apply, please send your cover letter and resume to [nachbaur@acornwinery.com](mailto:nachbaur@acornwinery.com). We look forward to hearing from you!