

San Diego Brewers Guild

Position: Guild Administrator (Independent Contractor)

Location: San Diego, CA (local preferred)

Hours: 14–24 hours per week

Compensation: \$25–\$35 per hour (1099 Independent Contractor; not benefits-eligible)

Reports To: Board President (with coordination from Vice President and Secretary)

Application Deadline: March 6 at 5:00 PM

Apply To: info@sdbeer.com (Cover letter and resume required)

Position Overview

The Guild Administrator provides administrative, operational, and communications support to ensure the smooth execution of Guild programs, member services, sponsorship coordination, and internal systems management. This execution-focused role supports the strategic direction set by the Board of Directors.

Primary Responsibilities

- Monitor and respond to Guild email inquiries.
- Respond to new membership inquiries and onboard new members.
- Assist current members in utilizing Guild benefits.
- Maintain membership database and records.
- Manage invoicing for memberships, sponsorships, workshops, and events.
- Coordinate bi-annual beer competition shipments.
- Support planning and execution of Guild programs including Tap Into Knowledge, San Diego Craft Beer Con, member meetings, seminars, and festivals.
- Coordinate vendors, venues, sponsors, and partners.
- Track sponsorship agreements and fulfill sponsorship benefits.
- Manage systems including MC Trade, sdbeer.com, and Mailchimp.
- Draft and distribute member communications and update website content.
- Create digital assets using Canva or similar tools.
- Attend occasional evening and weekend events as required.

Governance & Decision-Making

The Guild Administrator operates within the Guild's Bylaws and Board-approved priorities. Matters requiring Board input or approval will be elevated to appropriate officers. The role may represent the Guild publicly as needed.

Contractor Status

This is a 1099 independent contractor position and is not eligible for employee benefits. The contractor is responsible for their own taxes and required business expenses unless otherwise agreed.

Equal Opportunity Statement

The San Diego Brewers Guild is an equal opportunity organization. We are committed to creating an inclusive environment for all applicants and do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or veteran status.