



**Events Coordinator / Office Assistant  
Second Chapter Brewing**

Second Chapter Brewing is a new craft brewery that opened in January 2023. The brewery is located in the former Goodall City Library building in downtown Ogallala, Nebraska. The renovated and repurposed space features an on-site brewery, a large deck, and a taproom near Lake McConaughy. We offer significant growth potential for a hard-working, creative, and enthusiastic individual.

**Job Duties:**

- Work closely with the owners to manage the daily ins and outs of the office;
- Process, record, and file receipts and invoices;
- Prepare payments;
- Prepare invoices and assist with accounts receivable for wholesale sales;
- Creatively apply recordkeeping and process knowledge to streamline and improve business practices, including assisting in the documentation of practices, policies, and procedures;
- Utilize POS and other software tools to produce accurate and consistent records;
- Assist with all phases of inventory management, from ordering supplies and raw materials to logging finished goods, and making point-of-sale updates;
- Develop and coordinate events and special offerings, such as trivia, comedy, live music, festivals, and food-truck or catered events, in collaboration with owners.
- Coordinate event promotion (advertising & marketing, social media content, and website content), develop event budgets, and measure success;
- Serve as the primary liaison for private event bookings;
- Assist with planning for and participation in off-site events;
- Answer calls and emails promptly for coordination with vendors and entertainment; and
- Other duties as assigned.

**Arrangement:**

- Part-time, hourly position.
- The pay range depends on skills and experience.
- Hours are flexible and anticipated to range between 10-20 hours per week.
- This position can be combined with a role in the taproom, if desired and if skills match.
- Reports to owners.

**Requirements:**

- Demonstrated capacity to work independently, as well as collaborate with others;
- Availability to work a flexible schedule, including both daytime hours, when planning and coordinating events, and also availability to be on-site during events in the evening or on the weekend as the primary liaison and facilitator;
- Ability to establish and maintain positive relationships with vendors, staff, and other professional contacts;
- Ability to track and multi-task for multiple events that happen weekly, monthly, periodically, and annually;
- Willingness to learn new skills, innovate, and adapt to changes;
- Ability to handle sensitive and private business information with discretion;

- Analytical skills and an understanding of business management practices and strategies;
- Technical agility and experience working with point-of-sale systems, inventory management, social media and communication tools, and other software tools and platforms.

The ideal candidate will have:

- Passion for craft beer, customer service, and customer experience;
- Creativity and ingenuity;
- Professional communication skills;
- Two or more years of experience in a related field;
- Excellent problem-solving capacity and attention to detail; and
- Energy and enthusiasm to help us grow.

How to Apply:

Please send your resume and cover email to [info@secondchapterbrewing.com](mailto:info@secondchapterbrewing.com).

Second Chapter Brewing is committed to equal employment opportunity regardless of race, color, religion, sex, national origin, age, sexual orientation, marital status, gender identity, or Veteran status. We are committed to maintaining a positive, fair, and safe work environment free of harassment, discrimination, and retaliation.