



## Marketing Communications Coordinator

One of Oregon's premier wineries, Ponzi Vineyards, is seeking a dynamic and creative team player to join the fast-paced Marketing department part time.

The ideal candidate will have excellent time management skills, be a self-starter and able to work within brand guidelines.

Responsibilities;

- Creating and editing print and digital projects.
- Producing new and updating existing digital and print marketing materials.
- Editing images, graphics and video.
- Working with Marketing Manager to complete projects on schedule and within budget.
- Communicating with vendors and suppliers about graphics and substrates
- Prepping and sending files to print shops. Attending press checks when needed.
- Maintaining an organized file archive.
- Providing valuable insight about design and marketing trends.
- Being a collaborative and engaged member of the marketing team.
- Handle requests for digital marketing pieces, logos, bottle shots, etc.
- General assistance to Marketing Manager, Director of Sales & Marketing, National & Export Sales

Applicants must be comfortable using a Mac platform and be well-versed in the following software:  
Adobe Creative Suite, specifically InDesign, Illustrator and Photoshop (all required)  
Microsoft Office (required)  
Experience using a website content manager (a plus)

This position is part time with the possibility of moving into full time.  
Previous work experience is required.  
Please submit resume to [info@ponzivineyards.com](mailto:info@ponzivineyards.com)