



POSITION DESCRIPTION

Open: January 2020
Duration: Summer 2020
Job Title: Project Specialist
Supervisor: Vice President Operations
Employment Status: Full time, exempt
Regular Hours: 40 hours per week

Overall purpose and objective of this position:

The purpose of this internship is to develop and oversee multiple projects at Boardman Foods Inc. The successful candidate will work with current Boardman Foods staff to develop projects related to recruiting, onboarding, marketing, education programs, and skills assessments.

Major responsibilities:

Onboarding and Recruiting

- Review and establish staff training program for HR onboarding Dayforce
- Work with Payroll Manager and HR Manager to develop online application process
- Participate and promote Boardman Foods at regional events and job fairs
- Support employee welfare and Human Resource events

Marketing

- Research and develop marketing materials as outlined
- Work with SAGE Center staff to identify display updates for content and graphics
- Identify opportunities to update the website with new content and images
- Develop social media content and build Boardman Foods Inc. network
- Support professional marketing campaign as needed

Education and Skills Training

- Build awareness and enhance education programs for Boardman Foods employees
- Research skills testing opportunities and pathways for new and incumbent workers
- Interviews and insights from employees on their work life and opportunities to support the team identified.

Safety and Training

- Support the training programs in Alchemy and help with training needs
- Create six picture SOP's for various training needs and publish
- Update and review signage, posters, training guides around the plant

Preferred Skills

- Microsoft Word, Excel, Powerpoint
- Video recording and editing
- Bilingual in Spanish written and verbal skills
- Strong written and verbal skills
- Searching the internet and doing research work
- Outgoing and willing to work with people of all ages
- Strong attendance and work ethic background
- Business, Marketing or Human Resources coursework

Application Process

Application materials required no later than April 1, 2020.

- Columbia Works Application
- Resume
- Letter of Interest

Applications can be submitted online at www.columbiaworks.org