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The McMinnville Economic Development Partnership (MEDP) is looking for an engaging and personable individual to fill a currently vacant position with us as our Marketing Specialist. The ideal candidate will possess the ability to communicate our message with professionalism, enthusiasm and passion. The ideal candidate must enjoy a fast-paced, creative environment. A typical day may include writing an article in the morning and hosting a site visit in the afternoon. The next day might be spent creating a YouTube video of an available property followed by a Prezi presentation to a community group.

We believe our business relationships are extremely critical. We are committed to exceeding the expectations of our clients and partners. We believe in providing training and leadership opportunities. Our office is based in McMinnville, Oregon, but we travel all over the state. And finally, to be quite honest, we love our work and expect to show it in everything we do.

WHAT WE DO

The McMinnville Economic Development Partnership is a hub of resources for new and existing businesses. We market McMinnville's competitive advantages and highlight its assets. We work directly with our local manufacturers on retention and expansion projects and we are the first point of contact on company recruitments.

WHO DO WE WORK WITH

Our primary work is to provide resources to our local companies such as Betty Lou's, Cascade Steel Rolling Mills, Freelin-Wade, Meggitt Polymers & Composites, Oregon Mutual Insurance Corporate Headquarters, Applied Physics Technology, and William Henry Knives, among others.

WHERE WE DO IT

McMinnville is nestled in the heart of wine country just 28 miles from Portland to the east and approximately 35 miles to the Oregon Coast to the west. Oregon's Favorite Main Street is McMinnville's Historic Downtown Third Street, which is lined with charming shops and restaurants (www.downtownmcminnville.com). The city is situated near leisure opportunities including golf courses, world-renowned wineries & vineyards, hiking, fishing, art galleries, celebrated restaurants and numerous museums including the Evergreen Aviation & Space Museums, home of Howard Hughes' Spruce Goose. McMinnville is home to Linfield College, The Gallery Community Theatre and over eight city parks.

POSITION: Marketing Specialist
STATUS: Full time salaried position/one year contract
PROBATION: 3 Months
REPORTS TO: MEDP Executive Director

MARKETING SPECIALIST FUNCTION: To execute the mission and objectives of the McMinnville Economic Development Partnership (MEDP) organization and to serve as its marketing and community outreach representative

The MEDP Mission

Our mission is to provide leadership and assistance for desired long-term sustainable economic vitality for the McMinnville Community.

QUALIFICATIONS: Have a working knowledge in the areas of communications, marketing and graphic design. Have the ability to facilitate, communicate with the various partners and prospects. Have a working knowledge of website maintenance, computers and applicable computer software to include Microsoft Word, Excel and PowerPoint, and Publisher or GIMP.

Educational requirements include four-year college degree in Business, Marketing, Community Development, Public Relations, Public Administration or related field. Work experience may substitute degree.

Must have a valid Oregon driver's license, dependable transportation, and a satisfactory driving record. Some evening and weekend meetings and travel may be required. Must be able to climb stairs.

GENERAL DUTIES & RESPONSIBILITIES:

- Plan, organize and carry out marketing and communications activities approved by the MEDP Executive Director.
- Create and distribute press releases, media advisory notices, publications, newsletters, articles, ads and other media relations materials.
- Maintain website, social media communications, blog, Facebook, LinkedIn, etc.
- Manage McMinnville Works Summer Internship program
- Support interns and/or other staff as approved by the MEDP Executive Director
- Perform all other duties as assigned by the MEDP Executive Director

SKILLS & TRAITS:

- Be a self-starter and demonstrate ability to independently make decisions
- Strong interpersonal skills, excellent oral, written and public speaking skills
- Good organizational skills and ability to at times meet rigid deadlines
- Effectively present information one-on-one, or in small and large group situations
- Develop and maintain strong relationships with internal and external customers

If you think this job is a fit for you, send a cover letter and resume to info@McMinnvilleBusiness.com. Interviews will begin March 16 and continue until an offer is made.