

Position: Communications Coordinator
Status: Salary \$35,000-\$50,000, Full-time
Reports to: Executive Director

Seeking a passionate individual looking to create economic vitality in the City of McMinnville. The McMinnville Economic Development Partnership's vision is to lead efforts that foster a thriving epicenter of traded-sector business in McMinnville. If you have a natural curiosity for how things are made, how to build stronger communities, and a drive to continually seek out improvements, the role of Communications Coordinator might be the right fit for you. As the communications coordinator, you'll drive the effort to celebrate local manufacturers and businesses in McMinnville, Oregon while promoting the City as a great place to live, work, and play. We're seeking a solution-oriented individual that likes to learn. Come join our team and see how we can create a stronger community together.

Qualifications and Experience:

This individual has a working knowledge in the areas of communications, marketing and research with the ability to write creatively. Graphic design, website maintenance and design and manipulation of social media platforms preferred. Must understand how to collect, analyze data, and create visuals to express a targeted message. Has an ability to facilitate and communicate with various partners and prospects. Must have working knowledge with a variety of computer programs including MS Word, Excel, PowerPoint, Adobe Suites. Ability to create video, audio and photographic work is a plus.

Educational Requirements:

Four-year college degree in Business, Marketing, Community Development, Public Relations, Public Administration or a related field. Work experience may substitute degree.

Must have a valid Oregon's driver's license. Some evening and weekend meetings and travel may be required.

General Duties and Responsibilities:

- Demonstrate strong business judgement and decision-making skills; ability to identify, prioritize, and articulate highest impact initiatives.
- Partner with team to develop targeted short-, mid-, and long-term strategies.
- Manage communications programs representing and promoting the organization, including graphics, brochures, fact sheets, logos, or other promotional products
- Manage research and development of content for online platforms, campaigns, and strategic initiatives.
- Maintain and produce photo library, video content with an eye toward highest quality brand storytelling.
- Plan and distribute press releases, media advisory notices, publications, ads and other media relations materials.
- Assist with MEDP Workforce Program elements such as recruitment of host sites, interns and management of marketing materials.
- Assist with MEDP Programs and Events as needed, design elements and facilitation.
- Perform all other duties as assigned by the MEDP Executive Director.

Essential Physical Requirements:

Ability to lift and carry 40 pounds

Schedule:

Full-time; Monday-Friday; some evenings and weekends required.

Position open until filled, first review by **November 15, 2019**.

Please, submit a Cover Letter and Resume to:

Scott Cooper, MEDP Executive Director

Scott@McMinnvilleBusiness.com | 503.474.6814

The omission of specific duties does not exclude them from the position if the work is similar, related or is a logical assignment for the position.