

**Position:** Communications Specialist  
**Status:** Contract, part-time, \$25-35 pending experience  
**Reports to:** Executive Director / Deputy 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 Specialist might be the right fit for you. As the part-time communications specialist, 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 and marketing with the ability to write creatively. Graphic design, Social Media cross platform experience, website maintenance abilities preferred. Must understand how to collect, analyze, and create visuals to express a targeted message. Has an ability to facilitate and communicate with various partners and prospects. Must have working knowledge of social media platforms (Instagram, Facebook, LinkedIn, HootSuite, etc.), design platforms (Canva, Adobe Suites, etc.). Ability to create video, audio and photographic work is a plus.

**General Duties and Responsibilities:**

- Coordinate social media communications programs representing and promoting the organization and our constituents following MEDP brand guidelines.
- Creative writing ability to produce quarterly newsletter, including interviews and photography. Potential for additional short blog entries and press releases as needed. All writing to reflect upon MEDP's strategic initiatives.
- Ability to produce: Branded graphics, brochures, fact sheets, logos, or other promotional products as needed.
- Support in maintaining MEDP's photo library, digital assets and files. (Flickr, shared drive, etc.)
- Potential for coordinating creation of video content with an eye toward highest quality brand storytelling.
- Support in writing press releases, media advisory notices, publication articles, ad creation and other media relations materials as needed.

**Schedule:**

Part-time, up to 20 hours a month with weekly social media activities, quarterly newsletter, remote flexibility with in office option.

**Submit a Cover Letter, Resume and work examples by December 11, 2022 to:**

Heather Blank, Deputy Director  
Heather@McMinnvilleBusiness.com | 971.241.8777

*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.*