



POSITION OPENING

Pacific Northwest Economic Region

Program Coordinator

The Pacific NorthWest Economic Region (PNWER) is a statutory public-private non-profit that addresses a broad range of topics and issues that affect our cross-border economy, security, and environment. This truly unique non-profit is the only regional planning and facilitation organization set up in statute by five states and three provinces and two territories to deal with trans-boundary policy and planning. PNWER works to increase the economic well-being and quality of life for all citizens of the region by coordinating provincial and state policies, identifying and promoting “models of success” and serving as a conduit to exchange information. PNWER is based in Seattle, WA and is located on the waterfront in the World Trade Center.

PNWER seeks a motivated individual who is passionate about cross-border policy and planning and is excited about the prospect of making the NW a better place to live and do business. This is a rare opportunity for an innovative and creative individual to interact with high-level decision-makers in the bi-national region. As a PNWER Program Coordinator, you will learn a great deal about the unique differences between Canadian and US systems of government and will play a major role in providing support to PNWER officers and secretariat.

The Program Coordinator (PC) will focus on coordinating existing working groups, related projects and assisting in the implementing of action items and new initiatives to maximize impact. The PC will focus on coordination of 1-2 working groups and frequently meet and interact with policymakers and business leaders across the region. The PC will regularly organize conference calls and planning discussions on various topics. The PC will also assist in coordinating meetings/conferences by preparing materials and invitations.

This position involves but is not limited to:

- Assist with drafting meeting notes, workshop reports, articles, web content, letters, and briefs.
- Support exercises and workshops for the PNWER Center for Regional Disaster Resilience
- Work with state/provincial and federal legislative staff to plan annual visits
- Assist with media coordination, managing contacts and drafting of press releases

- Coordinate 1-2 working group sessions at the PNWER Summit (Experience in any of PNWER's working groups a plus) (see link for working groups) <http://www.pnwer.org/working-groups.html>
- Assist with layout and design of print materials

Requirements

- Bachelor degree or equivalent experience required
- Minimum 1-2 years' experience in public policy, project coordination, or related field.
- Exceptional writing skills (ability to provide writing samples upon request)
- Excellent oral and written communications skills, confidence to work with high-level legislators and business leaders.
- Must be highly organized with strong attention to detail
- Ability to provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with regional partners
- Keen ability to anticipate project needs, discern priorities, and meet deadlines
- Driven team player with a good sense of humor and positive outlook
- Be seen as neutral, non-partisan and apolitical (frequently required to facilitate discussions and work with all political parties and philosophies)
- Ability to work independently and collaboratively, exert leadership and take initiative.
- Willingness to periodically take on additional tasks and duties outside of normal program area
- Proven ability to multi-task and deliver consistent results in a fast-paced office
- Proficiency in Office programs and database management, knowledge of InDesign a plus
- General understanding of website design, social media
- Some regional travel required, must be eligible to travel to Canada

Additional desired qualifications

- Knowledge or experience with any of the following: Microsoft Office, Google Docs, Constant Contact, Weebly, Regfox, Clicktime, In-Design, Photoshop, Publisher

Terms: Short-term contract position (\$20 per hour) through September with potential opportunity to become a full-time salaried employee starting in October.

How To Apply: Email (preferable) or mail cover letter and resume to employment@pnwer.org or 2200 Alaskan Way, Suite 460, Seattle, WA 98121. For more information about PNWER please see www.pnwer.org

DEADLINE: Open until filled

PNWER is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.