

TWO FULL TIME HYBRID POSITIONS OPENING - July 9, 2024

Pacific Northwest Economic Region (PNWER)

1. PNWER Program Coordinator
2. Regional Infrastructure Accelerator (RIA) 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 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.

Position #1 - PNWER Program Coordinator

The Program Coordinator (PC) will focus on supporting existing working groups, related projects and assisting in the implementation 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 virtual coordination meetings and planning discussions on various topics. The PC will also assist in coordinating meetings/conferences by preparing materials and invitations to support Program Managers, co-chairs and Executive Committee Members.

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 PNWER program areas projects focused on disaster resilience planning, energy, transportation and economic development.
- Work with state/provincial and federal legislative staff to assist in planning annual visits
- Assist with stakeholder outreach and logistical planning support for PNWER Annual Summit and Economic Leadership Forum
- Provide assistance with social media and website posts and electronic newsletter development
- 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>

Position #2 - RIA Program Coordinator

The Regional Infrastructure Accelerator Coordinator will be responsible for assisting with our federally funded regional program focused on transportation infrastructure development. The PNWER Regional Infrastructure Accelerator ([RIA](#)) is a program building on a U.S. Department of Transportation demonstration grant through the Build America Bureau. The PNWER RIA leverages Public-Private Partnership (P3) best practices from PNWER's Canadian jurisdictions including the Asia Pacific Gateway & Trade Corridor Initiative. The program helps identify state and federal funding, innovative financing opportunities, and Public-Private Partnerships (P3s) to accelerate the delivery of transportation projects with region-wide benefits that...

- Ease Supply Chain Disruptions
- Reduce Transportation-Related Pollution
- Increase Community Safety, Economic & Environmental Justice

This position involves but is not limited to:

- Assist with drafting meeting notes, workshop reports, articles, web content, letters, and briefs.
- Assist in coordinating quarterly grant reporting and billing
- Support workshops for RIA projects focused on rail, zero emissions corridors, transportation infrastructure and supply chains
- Work with state/provincial and federal legislative staff to assist in planning annual visits
- Assist with stakeholder outreach and logistical planning support for PNWER Annual Summit and Economic Leadership Forum
- Provide assistance with social media and website posts and electronic newsletter development
- Coordinate our transportation working group sessions at the PNWER Summit

Requirements for both positions

- Bachelor degree or equivalent experience required
- Minimum 1-2 year experience in public policy, project coordination, or related field.
- Exceptional writing skills (ability to provide writing samples upon request)
- 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 knowledge or experience

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

Terms: Full Time 40 hours per week with benefits including, 401k retirement match, health and dental coverage, generous vacation and holiday time off. Starting salary range is \$3,333 - \$4166 per month. This is a hybrid position with a requirement to be in person at the office in Seattle 2 days per week.

How To Apply: Email cover letter and resume to employment@pnwer.org (please specify if you are open to either position or only one)

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.