



NINE MONTH CONTRACT POSITION OPENING

Pacific Northwest Economic Region Pandemic Roadmap Assistant (Contract Position)

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, 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, Washington and is located on the waterfront in the World Trade Center.

PNWER seeks a motivated individual who is passionate about identifying and promoting pandemic era public policy best practices, and helping the region respond effectively to future pandemics. This is a rare opportunity for an innovative and creative individual to assist in designing, writing, and promoting a Regional Pandemic Resilience Roadmap and Playbook that pulls from policies and best practices from across the Pacific Northwest. Through this contract position, you will play a major role in developing a document that can help communities and companies respond more effectively to pandemics and other catastrophic events in the future.

The Roadmap Program Assistant will work with program managers and a broader consultant team to assist in the coordination and completion of the Pandemic Resilience Roadmap and Playbook. The Program Assistant will regularly assist with organizing conference calls and planning discussions on various topics in support of the project. The Program Assistant will also assist in coordinating meetings/conferences by preparing materials and invitations and drafting meeting summaries and reports.

This position involves but is not limited to:

- Assist with drafting meeting notes, workshop reports, web content, letters, and briefs
- Provide support in planning and conducting workshops through registration development, onsite meeting check-in, and note taking
- Assist with managing stakeholder contacts and managing outreach on various projects
- Work with program managers to assist with meeting planning and logistics coordination
- Assist with research of state, city, and county Pandemic-era public policy best practices, after action reports (AARs)

- Assist with best practice identification for safe continuation of business operations in pandemic conditions, especially in the following sectors:
 - Transportation and Warehousing
 - Manufacturing
 - Construction
 - Information / Publishing [Software]
 - Small Retail and Service Businesses
 - Food Services / Drinking Establishments

Requirements

- Bachelor degree or equivalent experience required
- Minimum 1-2 years of professional experience
- 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)

Additional desired qualifications

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

Nine Month Contract Position: \$24-\$30 per hour (total contract not to exceed \$35,000).

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, contractor 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.