



FULL TIME POSITION OPENING

Pacific Northwest Economic Region (PNWER) Program Coordinator

Please note: PNWER's hybrid workplace requires in-person office work in Seattle for at least two days per week. Candidates located outside the greater Puget Sound region are encouraged to review this requirement before applying.

Minimum Qualifications:

- 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

Preferred Qualifications:

- 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)
- Knowledge or experience with any of the following: Microsoft Office, Google Suite, Constant Contact, Weebly, Cvent, Whova, Zoom, Clicktime, Adobe Creative Suite (In-Design, Photoshop, Publisher), Canva
- Previous experience with media and communications is a big plus!

About the Job:

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.

We are looking to expand our team to assist with several program areas. The primary focus will involve helping to coordinate meetings and stakeholder outreach with PNWER's core meeting program areas and

two federally funded projects. One of these projects will involve assistance with developing a Regional Pandemic Resilience Roadmap and Playbook. The other project involves working to establish the area's first Regional Infrastructure Accelerator (RIA) demonstration program focused on key transportation infrastructure projects in Washington and beyond.

More information about the RIA is available here: www.pnwer.org/ria

More information about the Pandemic Roadmap is available here:
www.regionalresilience.org/regional-pandemic-resilience-roadmap

Our ideal candidate is curious, driven, organized, a self-starter, and good at multitasking. Previous experience with media and communications management is a major plus. You'll be working on a wide range of issues from heavy duty truck electrification and rural train safety, to pandemic recovery and planning for new disasters. Background interest in these areas is a bonus, but not required. You will work closely with several PNWER team members to conduct research, community outreach, data analysis, organize virtual and in-person events, and learn about infrastructure design and emergency response and preparedness.

This position involves but is not limited to:

- Assist with drafting meeting notes, workshop reports, web content, letters, and briefs
- Work with program managers to provide support in planning and logistics coordination of workshops through registration development, onsite meeting check-in, and note taking
- Assist with managing stakeholder contacts and managing outreach on various projects
- Conducting interviews with stakeholder groups and analyzing data outcomes
- Assist with research of state, city, and county Pandemic-era public policy best practices, after action reports (AARs) or other relevant reports and plans.
- Assist Program Director with internal policy communications involving program staff and consultants
- Monitor state and federal transportation and infrastructure policies that may pertain to the RIA and its operations
- Work with program managers to provide assistance in planning the PNWER Annual Summit and Economic Leadership Forum
- Assist in developing online content, social media promotion and other electronic newsletters

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 \$3,334 - \$3,750 per month depending on experience.

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: Sunday, July 10 at 5 pm Pacific

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.