



Recruitment Announcement:
Recruitment Closes:

Communications Coordinator
Open until filled

General Description

The Communications Coordinator provides a wide variety of communications and outreach support to the Pacific Education Institute's (PEI) directors, staff and board of directors. This is a full-time position that reports to the executive director.

Primary Responsibilities

Executive Communications

- Support executive director in writing, editing and proofreading a variety of documents including letters, articles, and other documents.
- Board of director logistics: maintain board contact information, meeting logistics, document preparation and organization, catering, preparing and distributing minutes, maintaining board forms.
- Communication with board members as needed.
- Support executive director in general office needs: maintaining contact lists, calendar support, meeting support, document preparation and other support.
- SharePoint support: researching and training, organizing, creating sites and migrating documents.

Communications and Outreach Support

- In collaboration with directors, coordinate an annual review and revision of the PEI Communication Plan.
- Newsletter: create and maintain newsletter calendar; solicit and edit content; manage deadlines; write articles, format, print hard copies and coordinate electronic distribution.
- Maintain and update PEI website (WordPress) including writing content, editing and layout.
- Writing, editing and proofreading a variety of documents including grants, policies, letters, cards, marketing and program materials.
- Maintain master communications and meetings calendars.
- Coordinate social media outreach.
- Maintain email lists and MailChimp account.
- Coordinate media components for PEI's outreach efforts including interviews, videotaping, photography, editing, formatting and mailing support.
- Design and send holiday cards, both email and postal mail.
- Salesforce: support database entry, reports and maintenance.
- Perform general office tasks as needed.

Desired Qualifications

- Minimum of 3 years of professional writing and administrative support experience
- Excellent writing and communication skills
- Proficient using Microsoft Office 365
- Experience with design programs; Adobe InDesign, Photoshop and/or Canva
- Experience with Salesforce and mass mailing platforms
- Experienced in data entry and/or database management
- Commitment to accuracy in work product and able to multi-task

- Organized, creative and takes initiative to problem solve
- Professional demeanor, confident and friendly
- Demonstrated ability to work in a team environment

Wages and Employment Information

This is a 40 hour per week position. Wages are \$17.00 - \$19.00 per hour dependent on successful applicant's qualifications and experience. PEI offers a competitive Employee Benefit Plan that includes paid holidays, vacation/sick leave, health, vision, dental, retirement and life insurance benefits.

To Apply

Individuals interested in applying for this position should submit a **(1) letter of interest, (2) resume and (3) job application** found at <https://bit.ly/2O04t3Z> to Gail Kramer, PEI Finance and HR Director, gkramer@pacificeducationinstitute.org, electronically or by mail to 724 Columbia St. NW, Suite 255, Olympia WA 98501. Applications will not be accepted in person.

Questions regarding this position may be directed to Gail Kramer at the contact information above.

PEI thoughtfully reviews every resume submitted but will only communicate with those selected for an interview. If we contact you for an interview, please be prepared to undergo a thorough background and professional reference check.

About PEI:

PEI's mission is to advance science literacy and deepen student engagement by empowering educators to teach real-world science outdoors. PEI's FieldSTEM model is **career connected, locally relevant, integrated, field-based learning designed to advance science literacy and inspire balanced decision making for sustainable communities**. It is a process that takes students outdoors to integrate language and math skills with an understanding of complex social (cultural, economic, civic) and natural systems to: answer authentic questions through scientific inquiry, design real solutions through engineering, and resolve issues through collaborative decision making. More information at <https://pacificeducationinstitute.org/>.