



Communications Director
Reports to: Executive Director
Classification: Full-time, Exempt

Duties and responsibilities:

Communications:

- Writing, editing, design, production and distribution of PNWA external and internal communications, including the *Nor'wester* newsletter, fact sheets, promotional materials and other communications;
- Prepare materials for communication with members, member prospects, presentations by PNWA staff or PNWA members, the press, and PNWA meetings;
- Provide content for the association websites, social media, etc.;
- Develop tracking system to ensure printed material and website are accurate and up to date;
- Maintain Constant Contact and other e-mail lists for newsletter, press, Congressional delegation, designated representatives, committees and other lists as assigned;
- Assist in collection and management of information in support of PNWA policy goals;
- Assist PNWA members with communications efforts;
- Represent PNWA at selected meetings as assigned.

Meetings and membership services:

- Assist Office Manager and other staff with meeting and event planning as assigned;
- Design meeting materials, including meeting theme, brochure, signs, support materials, etc.;
- Assist PNWA staff with membership services, including assisting current members, identifying prospects, etc.

Executive support:

- Assist Executive Director and Government Relations Director in tasks as assigned;
- Serve as liaison for Executive Director and Government Relations Director with PNWA members and external contacts as assigned.

General office duties:

- Assist in PNWA office operations, including mail, filing, databases, PNWA's permanent archive at Whitman College, media lists, routine maintenance of office supplies and equipment, assist PNWA staff in meeting PNWA goals as assigned.

Physical demands:

- Ability to sit, stand, walk, bend, squat, climb stairs;
- Ability to lift up to 50 pounds occasionally.

Work environment:

- May occasionally work in temperatures above 100 degrees and below 32 degrees;
- May occasionally walk on slippery or uneven surfaces;
- Occasional work outside of normal business hours and occasional travel required.