

***Alliance for Pioneer Square
Communications Coordinator***

Organization: Alliance for Pioneer Square
Job Title: Communications Coordinator
Reports To: Deputy Director
Number of Hours: 20 hours/week

The Alliance for Pioneer Square is seeking an experienced Communications Coordinator to work on internal and external communications projects in the Pioneer Square National Historic District. The position requires close collaboration with the Marketing Manager, other Alliance team members, and partner organizations. This position is a new position that will help coordinate communications across our various program areas of public realm, marketing, business development, and others. The position will also support neighborhood advocacy efforts, fundraising communications, and business outreach.

DUTIES AND RESPONSIBILITIES:

- Help support team members in a comprehensive communications strategy and guide direction in developing a consistent organizational “voice” across platforms
- Work with Alliance program areas to create and execute campaigns, ensuring the alignment and scheduling of communications and messaging on all channels
- Manage content and updates for written materials, including website updates, emails to constituents, and advocacy positions
- Create and update external facing content templates (slide decks, letterheads, etc.)
- Gather constituent insights to inform outreach and engagement strategies
- Establish and maintain relationships with Pioneer Square businesses and stakeholders to provide information and access to resources

QUALIFICATIONS AND SKILLS:

- Experience, enthusiasm, and passion for: communications, business district revitalization, and/or related fields
- Storytelling and social media savvy a plus
- Proven success in developing communications campaigns
- Excellent written and verbal communication skills
- Strong project management, multitasking, and decision-making skills
- Experience with general tools for communications (email, print materials, etc.)
- Creative, with innovative implementation skills and solid problem-solving capabilities

COMPENSATION:

Pay: \$35,000 - \$40,000

Benefits:

- 100% Employer Paid Health Insurance
- Transit Benefit
- Cell Phone Reimbursement
- Retirement Plan
- Vacation and Holiday Time
- Paid Sick and Safe Time

The Alliance for Pioneer Square is a 501c (3) non-profit organization devoted to the betterment of Pioneer Square through advocacy, programming, marketing, and community action. The Alliance is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Alliance never discriminates based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital or family status, or based on an individuals' status in any group or class protected by applicable federal, state, or local law.

To apply please submit your resume and cover letter to: jobs@pioneersquare.org. No phone calls please. Applications will be reviewed on an ongoing basis until the position is filled.