



Job Description

POSITION: Communications Coordinator
REPORTS TO: Senior Director, Strategic Communications
FLSA STATUS: Non-Exempt
WORK ENVIRONMENT: Hybrid (3/2)
PHYSICAL STRENGTH: Light
UPDATED: July 2024

ABOUT THE PORTLAND METRO CHAMBER & DOWNTOWN PORTLAND CLEAN & SAFE

The Portland Metro Chamber is the leading voice for business in the region. The Chamber advocates for business at all levels of government to support commerce, community health and the region's overall prosperity. We also offer a variety of networking events and professional development opportunities to connect and foster growth in our region's business community.

Downtown Portland Clean & Safe provides enhanced services to the people, places and businesses within a core 213-block area of our central city. Property owners and managers within the district pay a fee to supplement services for neighborhood improvements and enhanced amenities. This work includes cleaning, sidewalk safety, security, market research, and retail support.

SUMMARY

As a member of the Communications Team, the Communications Coordinator plays an integral role in supporting communications and branding activities by creating email newsletters, writing website content, drafting advertising messaging, and designing graphics to support those efforts. Reporting to the Senior Director of Strategic Communications, this position also helps to strengthen each affiliate's brand, expands reach and visibility for each organization, staff, partners, and other key stakeholders. The position lends support on a variety of activities and helps to execute a communications and member engagement strategy across the affiliate partners.

The Communications Coordinator should possess excellent writing/editing skills and a demonstrated skill for design and content creation. Operating in a fast-paced, deadline-driven environment, the successful candidate is flexible, comfortable with working with individuals at all levels across the organization, including members and ratepayers, and is capable of translating ideas and messages into relatable and compelling communications with a consistent visual narrative.

The Communications Department is a collaborative and team-oriented environment that works to provide outstanding service and communications support to the Chamber's 2,300+ members and ratepayers of Downtown Portland Clean & Safe. Our goal is to provide effective, strategic communications guidance and create engaging and timely content about events, programs, impact, and more.

KEY RESPONSIBILITIES

- Assist the Senior Director of Strategic Communications in drafting content for use in member and stakeholder emails, newsletters, advertisements, website content, event promotion, press releases and more.
- Design and execute projects as needed to support communications goals, including but not limited to email marketing campaigns, website and social media graphics, advertisements, special reports, brochures, presentations, maps, event graphics, signs, invitations, stationary, etc.
- Regularly engage and collaborate with departments across the Chamber and affiliates to understand their communications needs, gather relevant content, confirm facts and data, and help with project details

and timelines.

- Review and edit materials, including newsletters, advocacy briefs, member emails, social media posts, blogs, website content, etc.
- Organize and maintain asset resources and image library for organization.
- Assist in maintaining email lists for campaigns.
- Works collaboratively in a team environment with a spirit of cooperation.
- Compile email marketing analytics to the Senior Director of Strategic Communications, to guide member and stakeholder engagement activities.
- Maintain and update website content for the Chamber and Downtown Portland Clean & Safe.
- Complete assigned tasks by scheduled deadlines.
- Other duties and projects, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in marketing, communications, journalism, or graphic design.
- Proven ability to execute comprehensive communications plans and programs to address key issues and opportunities.
- Skilled communicator with a good understanding of corporate communications and external news media.
- Strong computer skills, especially in Microsoft Office (Word, Outlook, PowerPoint, Excel).
- Experience with Adobe Creative Suite, Canva or other content creation tools.
- Experience with web-based technology platforms for communication and presentation purposes.
- Strong photography and writing skills.
- Strong customer service skills.
- Excellent time management skills.

MINIMUM QUALIFICATIONS

- 1-2 years of experience in communications, marketing, graphic design or other related areas.
- Bachelor's degree a plus.

SUCCESS FACTORS

- A self-starter with the ability to multi-task and handle a wide variety of tasks from a wide variety of people while maintaining a courteous and professional manner.
- Excellent attention to customer service – both internally and externally.
- Effective written and oral communication skills.
- Ability to understand, interpret and write about complex topics.
- Ability to complete multiple tasks and high volume of work on deadline.
- Ability to follow through on assigned tasks with limited supervision.
- Excellent time management and organizational skills.
- Respectfully takes direction from supervisor.

SALARY: \$46,500 per year.

WORKING CONDITIONS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job operates in a professional office hybrid work environment (3 days in the office, 2 days remote). This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- No or very limited exposure to physical risk.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds. Occasionally that requirement may be higher.
- The noise level in the work environment is usually quiet to moderate and is within safe OSHA decibel constraints.

To apply, please submit a cover letter and resume to careers@portlandalliance.com.

FEATURED EMPLOYEE BENEFITS

- Hybrid work environment (3 days in the office, 2 days remote).
- 18 paid holidays plus one floating holiday per year.
- \$245 monthly transportation stipend.
- Cell phone reimbursement.
- Volunteer time off to support a nonprofit of your choice.
- 401K retirement plan with 6% employer match.
- Medical, dental and vision health insurance, including dependent coverage.
- Flexible spending account options for dependent care and health expenses.
- Sabbatical every 7 years.
- Plus more

The Portland Metro Chamber and Downtown Portland Clean & Safe are equal opportunity employers and do not discriminate against any employee or applicant on the basis of age, color, disability, gender, gender identity, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.