



## **MARKETING & MEMBERSHIP COORDINATOR**

### **Portland Metro, OR**

**(hybrid remote/office position)**

**Full-time | Flexible Schedule | Hourly**

**Position dependent on grant funding - 15 month temporary with possible extension**

Send resume and cover letter to [Jobs@pndc.us](mailto:Jobs@pndc.us)

The Pacific Northwest Defense Coalition (PNDC) is the non-profit business trade association for Pacific Northwest defense and security industry businesses. PNDC has over 300 member companies that range from large Fortune 100 companies to small machine shops and support the supply chain in aerospace, space exploration, unmanned systems, advanced manufacturing, tactical equipment, information technology, maritime defense, homeland security, space exploration, and more.

PNDC's mission is to bring more defense & security contracts to the Pacific Northwest and to support the supply chain for these companies, thereby helping create, grow, and diversify business development opportunities for a wide range of companies. We strengthen our members' business growth, our region's economy, and our nation's security through training, counseling, business-to-business networking, marketing, and advocacy - all related to federal defense and security contracting.

#### **Job Description**

The Marketing & Membership Coordinator plays a vital role by maintaining an engaged and active community for PNDC Members and partners. This position will support online and in-person member events, economic development projects, social media engagements, newsletter production, and earned/partner marketing.

This is a great opportunity for someone that is a self-starter, flexible, organized, and willing to learn on the job. As part of a small team, you will have the opportunity to grow, taking on key projects as the lead or second chair. Multi-tasking and being responsive to the needs of staff, our members, and partners is a must.

Be part of a skilled, collaborative, fast paced team that is passionate about supporting Pacific Northwest manufacturers and defense suppliers with opportunities to connect and grow their businesses. No two days will be alike as we look for opportunities to support our members' businesses, our region's economy, and our nation's security.

#### **Job Roles and Responsibilities Include:**

- Market membership and events successfully through direct outreach, website, newsletters, partner outreach, printed materials, and social media to maximize awareness and participation.
- Assist staff in Washington and Oregon with member programs, including online events and in-person programs (Seminars, Aerospace & Defense Conference, Homeland Security Conference, etc.).
- Support networking events (online, at member facilities, and local restaurants/bars).
- Customer service outreach to PNDC members and partners, including outbound calls, personal emails, and scheduling meetings.
- Research and maintain a buyer database of key contacts at large prime contractors and military procurement organizations.
- Track deliverables for economic development projects and grants.
- Perform other duties or projects as may be assigned.

#### **Experience, Skills, Knowledge, Abilities, or Education Required:**

- Hardworking, flexible, and willing to learn on the job



- Ability to prioritize and manage multiple projects
- Customer service mind-set
- Proactive, always looking for ways to add value and improve processes
- Effectively communicate, in oral and written form, with people of diverse ages and backgrounds
- Consistently demonstrate positive problem solving and effective teamwork
- Computer literacy using various software programs, the Internet, and email to produce correspondence, documents, and reports
- Adept at business-to-business marketing writing - getting your readers attention and motivating action
- Ability to break down big projects to small tasks -maintaining progress and meeting deadlines
- Accurate writer and proficient in basic math

Helpful Experience (not required)

- Marketing for an association or business
- Customer service
- Event planning and execution
- Fundraising and/or sales
- Knowledge of Zoom and other online meeting platforms
- Experience using social media in a business setting
- Basic graphic design
- Bachelor's degree preferred
- Military veterans encouraged to apply

### Qualifications

- Minimum 2 years working experience in an office environment
- Ability to travel within the Pacific Northwest and availability to work some evenings and weekends
- A passion for providing high-level support to an internal staff team and PNDC members
- Exceptional interpersonal skills and communication skills with a customer service orientation
- Demonstrated ability to juggle multiple projects and meet deadlines
- Competence in the use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint). Proficiency in the use of project management and collaboration tools such as Google Docs, Dropbox, Microsoft 365, and others. Experience with Adobe Acrobat and Illustrator helpful.

### Benefits and Compensation

This is a full-time temporary position. Work hours are 8 am to 5 pm, with some flexibility, occasional evening, and weekend events. Travel is mainly within the Portland and Seattle Metro areas. This position is supported by short-term funding for 15 months (approximately September 2021 – October 2022).

- Wages of \$15 to \$20 per hour, depending on experience
- Wellness Reimbursement
- Matching IRA Program (3% match)
- Paid Time Off
- Vehicle mileage reimbursement plan

*PNDC takes pride in having a dynamic, diverse workforce. We are an Equal Opportunity Employer. Drug test and criminal background check may be required at the time of employment.*