

# PACIFIC NORTHWEST DEFENSE COALITION

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Marketing &amp; Event Coordinator</b>		
<b>Reports To:</b>	PNDC President & CEO		
<b>Salary:</b>	Base annual salary of \$26,000 - \$36,000 (DOE) plus performance bonus		
<b>Position Status:</b>	Full-Time	<b>Date Revised:</b>	5/23/2016
<b>Position Summary:</b>			
<p>This is a unique opportunity for an entry level staff member to play a key role in a fast-growing non-profit business association. The Pacific Northwest Defense Coalition (PNDC) is the association of over 230 Northwest defense and security industry businesses that strengthens our members' business growth, our region's economy, and our nation's security through training, counseling, business-to-business networking, and advocacy.</p> <p>We are seeking a proactive professional to work with our members and partner organizations throughout the Northwest. The successful candidate must be organized, diligent, professional, outgoing and have the ability to work collaboratively with PNDC members, staff colleagues, and strategic partners.</p>			
<b>Job Responsibilities/Essential Functions:</b>			
<ul style="list-style-type: none"><li>• Market events successfully through website, newsletters, mailings, printed materials, and diverse social media to maximize awareness and participation.</li><li>• Assist Program &amp; Events Director and Puget Sound Event Coordinator with planning training programs to serve the needs of PNDC members (monthly webinars, seminars, Aerospace &amp; Defense Symposium, Homeland Security Symposium, etc.).</li><li>• Assist with planning networking events (monthly networking receptions at member businesses, Annual Meeting, VIP Summer Bash, Range Day, CEO Dinners, etc.)</li><li>• Serve as lead organizer for ongoing series of Supply Chain Opportunities Conferences.</li><li>• Outreach to PNDC members and partners, including scheduling meetings.</li><li>• Maintain online buyer/supplier bid matching database.</li><li>• Maintain strong partnerships with current members and help recruit new members.</li><li>• Perform other duties or projects as may be assigned by President &amp; CEO.</li></ul>			
<b>Experience, Skills, Knowledge, Abilities, or Education Required:</b>			
<ul style="list-style-type: none"><li>• Hardworking, flexible &amp; proactive professional willing to learn on the job.</li><li>• Ability to prioritize and manage multiple projects.</li><li>• Effectively communicate, in oral and written form, with people of diverse ages and backgrounds.</li><li>• Consistently operate within framework of positive problem solving and effective</li></ul>			

teamwork.

- Possess a level of computer literacy sufficient to use various software programs, the Internet, and email to produce correspondence, documents, and reports as required by the position.
- Helpful Experience (not required)
  - Marketing for an association or business
  - Event planning and execution
  - Fundraising and/or sales
  - Experience using social media in a business setting
  - Graphic design
- Bachelor's degree preferred
- Military veterans encouraged to apply

**Work Conditions and Physical/Schedule Requirements:**

- This position is based in the Portland area (office near I-205/Clackamas Town Center).
- Some evening/weekend hours and some Northwest (WA & OR) travel required.
- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 40 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate effectively in person and over the telephone.

**INSTRUCTIONS FOR RESPONSE:**

Qualified candidates should submit a cover letter and current resume to: [jobs@pndc.us](mailto:jobs@pndc.us)

**Priority consideration will be given to applications received by May 27, 2016**