

Seeking Operations and Communications Coordinator

The Washington Initiative for Supported Employment (Wise) currently has an opening for the position of part-time Operations and Communications Coordinator. Wise is a not for profit organization dedicated to expanding and sustaining employment opportunities for people with developmental disabilities. Our work is primarily educational. We consult with families, employment service agencies, local and state governments, school districts, and private businesses providing training and support for those who wish to create employment opportunities in their communities.

The Operations and Communications Coordinator position is a key position within the organization. By joining our team, you will have the opportunity to:

- Support agency board members, directors and staff
- Assist with managing associate contracting
- Maintain and enhance the agency website
- Plan and execute educational conferences and events
- Manage and coordinate agency marketing and communications
- Work with an innovative and dynamic group of people in Portland, Seattle, Spokane and Olympia to ensure operational effectiveness and efficiency
- Be involved as a support to a host of other exciting projects as they arise

The position requires a good understanding of technology as it relates to systems and organizational communication priorities.

This position will be based in the Portland office and will require flexibility with work hours and travel scheduling. The position requires limited travel. Travel will include work across Oregon and Washington states. The successful candidate will provide their energy, enthusiasm, talent, and expertise in support of, and as an integral part of, a team dedicated and passionate about promoting and achieving employment for people with intellectual and developmental disabilities.

If you are interested in being part of our organization please send your resume and cover letter to Morgan Cain, Operations and Communications Coordinator through email at morgan@gowise.org *no later than 5:00 p.m. February 1, 2019*. If you have questions or need more information about the position, please contact Brandi Monts, Director of Training and Technical Assistance at Wise through email at brandi@gowise.org or by mail at 16040 Christensen Road, Suite 212, Tukwila, WA. 98188.



creating workability

POSITION: Operations and Communications Coordinator

DESCRIPTION:

The Communications and Operations Coordinator promotes the mission and values of the Washington Initiative for Supported Employment (Wise) and supports all staff to do the same. This is a part-time, 30 hours per week, non-exempt, hourly position with the possibility for full-time employment in the future. Flexibility with hours and days of the week are negotiable. The purpose of this role is to provide key direction and support for Wise's marketing, communications, and operations to advance the mission of the organization. They will support multiple Wise programs and assist the Directors of Training and TA with agency operations.

IMMEDIATE SUPERVISOR: Director of Training and Technical Assistance

POSITIONS SUPERVISED: N/A

JOB DUTIES AND RESPONSIBILITIES:

- Coordinate and maintain office support and logistics
- Arrange staff and board travel, facility arrangements and staff meetings
- Support staff onboarding and retention in coordination with TA and Training Directors on time coding, survey management, travel, and internal systems (SET Works, Litmos, Lynda.com)
- Maintain Wise website(s) and support IT staff to administer content
- Coordinate and maintain associates contracting and qualifying documents
- Coordinate Wise event(s) registration announcement and management through to invoicing
- Oversee creation, coordination and edits of all agency marketing materials and communication channels including print and online
- Ensure all promotional material and external communications are aligned with Wise's brand, identity, mission and are culturally relevant
- Assist with projects as needed to support Wise's mission, wellbeing of staff, and community reputation

EDUCATION AND EXPERIENCE:

Bachelor's degree preferred. 2-4 years of professional experience required.

OTHER QUALIFICATIONS:

A valid State Driver's license is preferred with private automobile liability insurance as there will be occasional travel related to this position.

SALARY: DOQ

