



Communications & Events Manager

The Washington Economic Development Association (WEDA) has an exciting opportunity for a talented professional with strong marketing, customer service and project management expertise.

JOB DUTIES

Marketing & Communications

- Website Content Maintenance & monthly analytics report
- Social media marketing support & strategy
- Constant Contact email communication management
- Graphic design, document layout and creation
- Monitor info@ email inbox
- Newsletter production & support

Member Relations

- Membership communication/engagement support
- Membership and Sponsorship Tracking support
- Database Management (member database, target member database, marketing database, etc.)
- Board & Committee Admin Support (Executive Committee, Board, Conference Planning Committee, Legislative Committee, Marketing & Communications Committee, Workforce Housing Work Group, Awards Committee, Nominating Committee, support for Emerging Leaders Group – and other related ad hoc work groups and initiatives)
- Support Member Activities – committees, professional development, meetings, etc.
- Manage Shared Drive folder and document retention

Event Execution, Logistics & Support for WEDA's annual Winter & Summer Conferences

- Manage conference registration set-up, system and transactions
- Manage conference digital promotions (emails, social, website)
- Manage conference materials (speaker bios, photos, PowerPoint presentations, signage, etc.)
- Manage event app set-up and usage
- Partner with Executive Director on management of event contracts (venue, A/V, etc.)
- Manage event set-up, on-site check-in, venue, food & beverage, A/V
- Manage post conference communications (evaluation survey, photos, attendee lists, etc.)
- Manage organization of all conference files and documents in shared drive

Desired Skills and Software Knowledge:

- Adobe Suite
- Google Apps Suite
- MS Office Suite
- Board & Committee Management
- Social Media Marketing (Facebook, LinkedIn)
- Constant Contact, Event Platforms, WordPress – simple edits, no coding

Details:

- \$35K annual, part-time, remote (except for meetings and events)
- Average of 10 hours per week, outside of event season
- Average 25-30 hours per week, the month of the Winter and Summer Conferences

To apply submit resume and letter of interest to info@wedaonline.org. No calls please! Position open until filled.