



POINTNORTH

## Communications Coordinator / Associate

Do you love planning and helping others communicate their vision and strategic approach? Does working in a fast-paced environment with variety in thinking big and being detail oriented appeal to you?

### About the Position

The Communications Coordinator / Associate position will collaborate with Project Managers, Directors and Principals in an effort to deliver high-quality projects to our clients. This position will primarily serve clients seeking strategic planning guidance and counsel. With expertise in strategic communications, this position will support multiple projects in all three PN market sectors with the opportunity to impact team members, clients and communities. This role requires strong skills in writing content, developing materials and extracting insights that promote ongoing cross-functional strategic alignment.

Position Reports to: Director of Strategy

Classification: Salaried / Exempt

Compensation Range: \$62,500 - \$83,500 based on strategic planning experience

### About PointNorth

PointNorth Consulting is a strategic communications firm and is a woman-owned minority small business located in Vancouver, Washington. We believe our values drive our passion. We are strategists, storytellers and committed communicators. We serve a variety of organizations in the Pacific Northwest ranging from architects, engineers and contractors to educational service districts and public agencies. We value hard work, an entrepreneurial spirit, integrity, and authenticity. We also value strong connections to our team and our community.

### Overall Responsibilities

- Develop strategic communications content and project deliverables for clients
- Interact directly with clients, community members and organizational stakeholders to present information, plans, and reports
- Support project strategy by initiating drafts of project materials
- Perform market research and analysis, summarize research, present findings
- Provide exceptional project coordination skills by coordinating multiple projects from start to finish and prioritize deadlines and tasks appropriately, including using tools to develop and manage project plans
- Write, edit, compile reports
- Collaborate with Project Managers, Directors and Principals on projects

- Anticipate future work streams and client needs, proactively follow up with team members and clients to ensure task completion towards project completion
- Coordinate meetings with clients and stakeholders, develop meeting materials including agenda's, coordinate logistics, take notes, and prepare meeting summaries
- Provide support and facilitation for online and in person meetings / events
- Deliver results when faced with both complexity and ambiguity
- Develop proposals and cost estimates
- Proactively engage with clients to analyze market trends and identify new opportunities and challenges
- Serve as point of contact for information requests from team, partners and client
- Maintain digital and hard copy files
- Perform administrative duties as needed or requested
- Proactively support Project Managers in managing project and team schedules
- Prepare project monthly progress reports detailing task completion and tasks to be completed in the future
- Coordinate invoicing and expenses with Accounting Manager

### Knowledge, Skills & Qualifications

- 5 - 7+ years of professional experience in a similar role
- Proven experience and strong knowledge in strategic communications
- Strong writer and content developer who can lead drafting and review processes
- Experience in a fast-paced consulting environment
- Demonstrated exceptional project coordination of multiple projects from start to finish, including experience with tools to develop and manage project plans
- Bachelor's Degree preferred in Communications, Public Relations, Marketing, Business
- Outstanding written, verbal, and presentation skills; able to translate complex ideas into simple, actionable strategies
- Comfortable and willing facilitating client and public sessions
- Strong organizer who is detail-driven and forward thinking
- Highly responsive and able to track progress
- Adaptable and flexible to meet the needs of evolving priorities
- Comfortable working independently and as part of a dynamic interdependent team
- Comfortable with taking direction, yet able to take the initiative as needed
- Proficient or able to quickly become proficient in Microsoft 365, GSuite, Harvest, Asana, Rippling and Dropbox
- Collaborative team member with ability to communicate in a professional manner with all clients, co-workers, stakeholders, community members and business partners
- Passion for the mission of PointNorth and aligned with [our values](#): people first, lead with integrity, think big, keep it real

**While not required, the following qualification(s) is appreciated:**

- Experience in consulting firms and/or professional service organizations
- Proficiency in Spanish or other common second language in equity priority communities in the SW Washington/Portland metro region
- Cultural competency and understanding of diversity, equity, inclusion and belonging best practices

PointNorth is an equal opportunity employer, committed to developing an organization that is reflective of, and sensitive to, the needs of the diverse community we serve. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. PointNorth is a provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.

**Working Conditions / Physical Requirements**

Work is currently performed in a hybrid environment - both at home office and at our office in Vancouver, WA. This includes long periods at a desk. Position requires the employee to regularly host and facilitate in-person and virtual meetings, communicate with community members and clients, in both small and large groups. Employees may work under the stress of continual contact from clients, community members, co-workers and business partners, and the pressure to meet deadlines. Must occasionally lift and/or move up to 25 pounds. As an organization who contracts with government clients, PointNorth requires its employees to be fully vaccinated against COVID-19.

- Requires availability 8 am - 5 pm M - F with occasional evening or weekend work.
- Position may require the ability to travel regionally for work activities.

**Please send cover letter and resume to [joinus@pointnorthinc.com](mailto:joinus@pointnorthinc.com)**

