



POINTNORTH

Public Affairs Project Manager

Are you a policy wonk that enjoys strategizing, writing, and producing content? Are you interested in shaping the government relations and communications strategy for large, complicated projects in the Pacific Northwest? If so, let's talk!

About the Position

The Public Affairs Project Manager will support the Interstate Bridge Replacement program by contributing to the development of the program's government relations and communications strategy. In addition, this position will be responsible for supporting the program's approach to ensuring local, regional, statewide, and federal leaders have access to the program, are involved, and informed. The Public Affairs Project Manager will be responsible for developing presentations, creating program messaging, and working to support connections between the program and key elected officials and stakeholders.

Classification: Salaried / Exempt

Compensation Range: \$80,000 - \$110,000 dependent on qualifications and 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

- Manage development of the IBR program's periodic legislative report and key legislative presentations.
- Coordinate activities and deliverables of the Public Affairs team members, and provide direct support to Public Affairs lead on a variety of tasks.
- Act as liaison between the Public Affairs and Communications teams.
- Manage agendas, meeting summaries, and material development for internal Public Affairs team meetings and external Government Relation efforts.
- Monitor legislation and policy activities, updates and advises leadership and staff about relevant policy proposals and actions.
- Coordinate government relations strategy with other relevant stakeholders.

- Develop a wide range of materials in support of the government relations agenda, such as talking points, summaries, factsheets, testimonies, reports, and letters.
- Plan and implement events and other activities to support the government relations goals.
- Provide program research, reviewing and synthesizing data into succinct and meaningful reports.
- Ensure all government relations are equitably designed, meeting authentic and culturally appropriate engagement efforts.
- Other duties as assigned.

Knowledge, Skills & Qualifications

- Minimum of eight years of experience in public affairs, public relations, or communications.
- Bachelor's degree required, preferably in Communications, Public Affairs, or Public Relations.
- Demonstrated knowledge of local, state, and federal legislative and executive processes.
- Demonstrated knowledge of public affairs principles and practices.
- 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, 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.
- Team members are expected to be in the office 1-2 days of the week and as needed or requested
- Position may require the ability to travel regionally for work activities.
- Each team member has the freedom to construct their work week and schedule based on client and business needs, including the location(s), times, and days in which they will complete work.

Please send cover letter and resume to joinus@pointnorthinc.com

