



JOB TITLE:	COMMUNICATIONS MANAGER
REPORTS TO:	CHIEF OPERATIONS OFFICER
JOB LOCATION:	SWC OFFICE, 140 S. ARTHUR, SUITE 300, SPOKANE, WA 99202
POSITION TYPE:	REGULAR FULL-TIME EXEMPT
RECRUITMENT TYPE:	OPEN
SALARY RANGE:	\$49,000-\$74,000
OPENING DATE:	JULY 20, 2020
CLOSING DATE:	OPEN UNTIL FILLED - FIRST ROUND INTERVIEWS WEEK OF AUGUST 10TH

APPLICATION INSTRUCTIONS:

Please submit a letter of interest, a current résumé, a completed application, and a response to the Supplemental Question to admin@spokaneworkforce.org. All documents can be found on the SWC website at www.spokaneworkforce.org. This position will be open until filled. Any questions regarding this announcement should be directed to the email address provided above.

SUPPLEMENTAL QUESTION:

In no more than one page (double-spaced), describe your vision for weaving together the brands for the Spokane Workforce Council, WorkSource Spokane, Next Generation Zone, Spokane Resource Center and Talent Solutions by WorkSource while maintaining the integrity of each site's respective branding.

POSITION SUMMARY:

The Communication Manager will advance the brand and image of the Spokane Workforce Council (SWC) and its various locations through consistent messaging and strategy. Sites include the SWC, WorkSource Spokane, Next Generation Zone, Spokane Resource Center and Talent Solutions by WorkSource, all of which have different branding, collateral and image maintenance needs. This position will generate a marketing strategy, add visually to reports and presentations, interface with media, and help develop branding for the SWC's new consulting division. A great job for an individual who thrives in an autonomous fast-paced professional environment where the ultimate goal of the day-to-day work is ensuring a robust talent pipeline for our regional economy.

MINIMUM QUALIFICATIONS:

Graduation from an accredited two-year college and/or two years related work experience in advertising or marketing. Demonstrated experience with all types of social media, e.g. Facebook, Twitter, LinkedIn, Instagram, etc. Working knowledge of Microsoft Office and web content management systems (WordPress preferred). Relevant work experience may substitute for education on a year-by-year basis.

The Spokane Workforce Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 711. Please contact our office at (509) 385-9825 if you need any assistance accessing the required documents.