



Communications and Operations Manager

Description and Application

Application Coordinator

Cindy Brooks

Executive Director

EDC Team Jefferson

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Position Overview

The Operations Manager will play a pivotal role in ensuring the smooth day-to-day operations of the EDC. This role involves overseeing internal processes, managing projects, liaising with stakeholders, communications and ensuring that the organization's goals align with our commitment to economic development.

Location: Jefferson County, WA. In-person at our Port Townsend office.

Status: Exempt. Up to 32 hours per week, M-F.

Compensation: \$35/hour

Benefits: Bronze level health care plan for the employee.

Proposed Start Date: Position available immediately, starting no later than May 2024.

Instructions: Please send a brief cover letter and resume no later than April 15, position is open until filled. No phone calls, please.

Organization Overview

Mission: EDC Team Jefferson focuses on high-leverage, place-based activities that improve the economic well-being and quality of life for people in Jefferson County, and the living systems in which we are embedded.

EDC Team Jefferson works to diversify and strengthen a resilient and regenerative economy in Jefferson County. The EDC is the Jefferson County's primary source for economic development-related information and doorway to business support services. EDC Team Jefferson initiates and facilitates collaborative projects and strategic partnerships. We provide specialized confidential consulting and technical assistance to existing, start-up, and relocating businesses to build resilience throughout Jefferson County. The EDC links resources throughout the local economic ecosystem, develops channels for access to capital, and advocates for local business. The organization strives to elevate systemic thinking and innovation as well as collaborative efforts to cultivate the conditions for transformative change.

What differentiates us as an employer is our developmental focus. EDC Team Jefferson strives to be a vehicle through which employees can develop skills and capabilities in alignment with how each staff member seeks to grow and contribute.

Key Responsibilities

- **Operational Leadership:** Work as a part of a team to fulfill day-to-day operational activities ensuring efficiency, productivity, and performance, including day to day support of the Board staff and volunteers.
- **Communication:** Lead communication strategy. Keep the website up to date. Issue Press releases when needed. Draft and circulate the EDC weekly newsletter. Work with social media contractor on EDC messaging and promotion.
- **Membership Program:** Lead the launch of a new membership program in 2024 and provide ongoing management.
- **Project Management:** Work with team members on EDC projects, fostering a collaborative and results-driven environment. Opportunity to oversee special projects.
- **Stakeholder Relations:** Cultivate strong relationships with community partners, local government officials, and business leaders.
- **Process Improvement:** Identify and implement operational best practices, technology solutions, and process improvements.
- **Reporting:** Work with the executive director to develop reports on operations, initiatives, and outcomes for the executive team, board of directors and funding partners.
- **Compliance:** Work with the director to develop reports on operations, initiatives, and outcomes for the executive team, board of directors and funding policies.

Qualifications

- Preferred, bachelor's degree in communications, business, operations management, economic development, or related field.
- Minimum of 2 years of experience in operations and/or communication management or a related role, preferably in economic/business development or public sector.
- An understanding of economic development principles and practices.
- Demonstrated ability work toward a common mission within a team.
- Excellent communication skills, both written and verbal.
- Proficient in project management and data analysis tools.
- A working knowledge of Microsoft & Google suite, Wordpress, Constant Contact and Canva.
- Ability to work collaboratively with a diverse range of stakeholders.
- Proactive and solution-oriented mindset.

- Desire to grow professional capability in rural business and economic development.

What We Offer:

- \$35/hour up to 32 hours a week.
- Bronze medical benefits.
- 9 paid holidays and 10 days paid vacation in year 1.
- Opportunity to make a tangible impact in the community.
- Collaborative and supportive work environment.
- Professional development and personal capacity building opportunities.
- Flexible schedule.

To apply, please submit your resume, a cover letter detailing your relevant experience, and three references to director@edcteamjefferson.org.

The position is open until filled. No phone calls, please.

The Economic Development Council of Jefferson County is an equal opportunity employer and encourages applicants from all backgrounds and experiences to apply.