



Digital Communications & Publications Coordinator

Washington Policy Center (WPC) is an independent, non-profit, public policy research organization headquartered in Seattle with additional offices in Olympia and Eastern Washington. WPC has a \$3 million annual budget, staff of 19 and is one of the largest and most impactful state-based policy organizations in the country. With a focus on Washington state issues, we promote sound public policy based on free-market solutions through research, events, and extensive media outreach.

WPC improves the lives of the people of Washington by providing accurate, high-quality research for policymakers, the media and the public.

The digital communications & publications coordinator, a member of WPC's communications team, has an array of responsibilities (including work with traditional publications, visual arts, social media, website and communications) under the direction of WPC's communications and marketing director. This position will provide you with an opportunity to thrive in a public policy environment and to grow and learn new skills and network with key business and policy leaders in our state.

Key job functions

- Detailed proofreading of policy studies to match AP publishing style, as well as maintaining WPC's internal organization writing style
- Formatting hard-copy studies for print publication and online distribution
- Coordinate formatting and printing of *Viewpoint* quarterly policy magazine with input from senior management and communications director and attend editorial meetings to plan each issue
- Coordinate printing and production of packet mailings to donor base, 3-4 times per calendar year
- Occasional writing and editing of original copy for newsletter, website or promotional use
- Create print marketing documents and maintain inventory of office print promotional materials
- Maintain relationships with print shops throughout state
- Maintain website, including posting policy studies, creating event and registration pages, refreshing homepage content, updating speakers bureau, and monitoring research blog
- Assist with creating mass marketing emails
- Assist with event coordination duties and operate A/V logistics for policy conferences
- Prepare print materials, including event invitations, programs and signage, for policy conferences
- Prepare event PowerPoint presentations
- Serve as liaison for Young Professionals Advisory Board, specifically with the marketing committee
- Work with WPC interns to oversee recording and cataloguing of media impressions

Desired education, skills, and experience:

- Bachelor's degree
- Proficiency in Adobe Creative Suite — Photoshop and InDesign experience are requisite to job function — with some background in Adobe Premiere Pro
- Social analytics
- Basic video production (preferable)
- Graphic design and/or Photoshop
- Command of English language writing, with background in AP writing style and willingness to adapt to WPC organizational publishing and branding styles
- Experience in print marketing and periodical publication (preferable)
- Strong written and verbal communication skills; and command of correct grammar.

- A deep respect for deadlines and results.
- Knowledge of politics and/or public policy.
- Experience updating a content management system website.
- Proficiency in Microsoft Word, Excel, and PowerPoint.

Applicants should familiarize themselves with Washington Policy Center's mission and goals. Explore our website at www.washingtonpolicy.org.

Salary is DOE. Washington Policy Center provides a generous health insurance package (medical/dental/vision), vacation, sick leave, paid holidays, Costco membership, and free parking.

After carefully reading the job description, please submit a resume and persuasive cover letter that demonstrate how you meet the specific job qualifications and responsibilities and how sincere interest in this position and the mission of the organization. Your application should also include references. Submit your application and direct any questions to:

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