

**CLALLAM EDC
ADMINISTRATIVE COORDINATOR
JOB POSTING**

The Clallam County Economic Development Corporation (Clallam EDC) seeks an Administrative Coordinator to provide professional and confidential administrative, membership relations and communications services as an integral part the Clallam EDC team. The Administrative Coordinator is comfortable being a team member, is a strong contributor to the team, understands and complies with directives, is a self-starter, ensures the efficient and effective day-to-day operation of the office, supports and enhances the work of the organization, coordinates office activities and EDC events, and manages information and facilitates internal operations. Position is open until filled with first review Friday, May 5, 2017.

Minimum Qualifications:

- High School Diploma or GED completion.
- 2 years work experience in an office or comparable setting with increasingly responsible communications or office administration experience.
- Proficient in software applications such as Microsoft Word, Excel, Outlook, Publisher, and PowerPoint.
- Demonstrated ability to:
 - ✓ Communicate effectively in written and oral communication focusing on attention to detail,
 - ✓ Understand the importance of communication, cooperation, and collaboration to achieve mutual goals and objectives,
 - ✓ Learn new web/social media application skills for business use,
 - ✓ Multi-task.
- Web savvy, Professional attitude, Team player and a Self starter.
- Valid Driver's License and legal ability to drive in Washington State.

Preferred Qualifications:

- Ideal candidate will have previous office experience, an eye for organization & detail, along with excellent written and oral communication skills.
- Post secondary education in business, communications, journalism, public relations or office management.
- Experience updating web pages, social media or similar blogs, graphic layout, and troubleshooting web page or similar difficulties.
- Associates or Bachelor's Degree.
- Event coordinating or event assistance experience.
- Customer or Membership services experience.

Job Location / Hours:

- Based in Port Angeles, WA.
- PT/FT M- F. May require attending occasional event/meetings outside standard hours.

Wages, Terms of Employment, Benefits:

- \$17.00 per hour to start

A complete application will include a **Cover Letter and Resume** detailing how you meet the minimum qualifications, along with any additional information to be considered. Please send complete applications or related inquiries to **cedc.exec@gmail.com**.

Full Job Description available upon request. The Clallam County Economic Development Corporation considers applicants for all positions without regard to gender, race, religion, national origin, age, disability, marital or veteran status, sexual orientation, or other protected status.