



801 West Riverside, Suite 220, Spokane, WA 99201

509-321-3639 · www.leadershispokane.org

Position Profile: Communications Coordinator

Reports to: Executive Director

Status: Full-time, hourly, non-exempt

Classification: In-Office

Salary: \$17.11 - \$25.00 per hour, DOE

Benefits: Medical, dental, vision, basic life insurance and AD&D, long-term disability insurance, paid vacation and sick leave, holidays, retirement plan, and parking stipend.

Job Purpose:

The Communications Coordinator works closely with Leadership Spokane team members to support all Leadership Spokane programming and advance Leadership Spokane's reputation and mission throughout the region. The Communications Coordinator delivers Leadership Spokane's communications through engaging content creation, social media coordination, and support for public-facing as well as class-day materials. This position ensures clear, consistent, and mission-aligned messaging across web, email, print, and events. This position is also responsible for photographing and promoting class sessions and key events.

Essential Responsibilities:

To perform this job successfully, an individual must be able to satisfactorily perform each of the essential responsibilities listed below. Reasonable accommodation will be provided to enable a qualified individual with disabilities to perform the essential functions. Essential functions include, but are not limited to:

- Create and manage content for all Leadership Spokane's programs via website, social media, and email marketing campaigns.
- Maintain a communications schedule aligned with program activities, class sessions, and event timelines.
- Photograph program sessions and events; develop visual content for use in emails, presentations, social media, and reports.
- Prepare materials for class days, retreats, and special events. Partner with Office Manager to execute all logistical details for monthly classes and events.
- Provide A/V and logistical support for monthly class sessions and events.
- Coordinate the publication of alumni announcements, board updates, and Annual Report pieces.
- Assist with event logistics including retreats, Commencement, and the annual Gala.
- Manage databases and digital portals; post materials for class access and track engagement.
- Ensure policies and procedures are standardized and documented.
- Support the Executive Director by providing visual materials for Board presentations and external meetings.
- Assist the Office Manager in responding to phone and email inquiries as needed.
- Maintain confidentiality and exercise discretion when handling sensitive information.
- Other responsibilities as assigned.

Education Qualifications: AA Degree (BA preferred) or equivalent experience in business, communications, marketing or related field.

Experience Qualifications: 1 or more years of experience in communications, marketing, technology or related field. Experience with non-profit organizations and intercultural communications a plus.

Skill Qualifications:

1. Excellent interpersonal skills; high degree of poise and tact to represent Leadership Spokane with all constituencies.
2. Ability to work independently, prioritize and track multiple projects. Detail oriented.
3. Thorough working knowledge of computers. Ability to manage website. Demonstrated proficiency in Word, Excel, Outlook, PowerPoint, design and web applications. Ability to assess Leadership Spokane's communication needs and make recommendations to the Executive Director.
4. Excellent listening, speaking and written communications skills.
5. Flexibility and willingness to accept new challenges and assignments.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Exposed to a typical office environment with moderate noise levels.
- Occasionally required to travel locally to events, meetings, or training by car; occasional out-of-area travel may occur.
- Regularly scheduled to work a set number of hours per week, not to exceed 40 hours, to meet deadlines, finish assignments, or attend classes and events.

Physical Requirements:

- Primary functions require sufficient physical ability and mobility to sit for prolonged periods and operate standard office equipment.
- Occasionally required to stand, walk, stoop, kneel, crouch, and reach.
- Occasionally lift, carry, push, and/or pull up to 25 lbs.
- Regularly utilize verbal and written communication to exchange information.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

NOTE: This description is not all-inclusive, and employees may be required to perform duties outside this description to meet the organization's needs

Application Process: Send cover letter and resumé to:

Executive Director
jriley@leadershipspokane.org