



FULL-TIME COMMUNICATIONS COORDINATOR

Status: Full-time / Non-exempt – 40 hours/week

Location: Warrensburg, MO

Start Date: No earlier than September 7, 2021

Starting Base Pay: \$13.00/hour +, depending on experience and qualifications

Benefits: Paid Holidays, Paid Time Off, & more

Optional Benefits: Retirement match
Insurance (Health/Dental/Vision/Life)

Relocation Assistance Available: No

Remote Work Available: No

Advancement Opportunities Available: Yes

THE ORGANIZATION:

Johnson County Economic Development Corporation (JCEDC) is a fast-paced, innovative, non-profit that leads economic development initiatives to positively affect business development, placemaking, entrepreneurship, talent development, and regionalism. Since 1995, the public-private non-profit corporation of JCEDC has cultivated a thriving, diverse economic development ecosystem within Johnson County and the region. Led by an active, forward thinking Board of Directors, JCEDC dedicates its resources to accelerating new and existing development projects that will align current and future needs with assets available.

THE POSITION:

JCEDC is seeking to add a proactive, talented Communications Coordinator to its executive team to provide a high level of office support and communications within JCEDC and the partnership network. In this role, you'll be at the center of communication for team members and external audiences. This active position will require the ability to work both collaboratively and independently, adapt to a changing environment, and effectively manage multiple priorities. Job functions include, but are not limited to:

General Administrative Support

- Organize and schedule meetings/appointments
- Manage & maintain contact lists
- Produce and distribute correspondence emails, memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports, board and committee meetings
- Attend meetings and prepare official meeting summaries
- Assist in day to day office responsibilities
- Provide general support and serve as a resource to visitors and callers
- Improve and develop administrative efficiencies
- Additional responsibilities as it fits your unique talents

Communications, Marketing, and PR Responsibilities

- Assist in the preparation and implementation of marketing, presentation, and public relations materials
- Assist in website, newsletter and social media management
- Assist in preparation and implementation of special events
- Improve and develop communications and marketing plans
- Additional responsibilities as it fits your unique talents

THE REQUIREMENTS:

- Two or more years of related office experience
- Advanced computer skills, including Microsoft Word, Excel, PowerPoint, etc.
- Google Suite (Gmail, Docs, Sheets, Calendar, etc.)
- Excellent interpersonal, written and verbal communication skills
- Dependable transportation

Essential Characteristics:

This position is an ideal fit for you if connection with others comes naturally. Your commitment to excellence should be displayed daily in your attendance, conduct, and work. The following key skills will also be expected:

- Proactive Communication Skills with strength in Team Collaboration
- Ability to work independently and exercise sound judgment and discretion
- Attention to detail
- Ability to maintain confidentiality with sensitive information
- Displaying Initiative / Problem solving
- Effective time management
- Organizational skills
- Ready and willing to learn new skills

THE REWARD:

Commensurate with experience, JCEDC offers a competitive base salary along with paid holidays, pay for time off and opportunities for professional development and continuing education. Optional benefits include: retirement contribution match, insurance benefits (health, dental, vision, and life).

THE CULTURE:

You will join the 3-person JCEDC Staff which has a lot of daily, personal interactions, while also priding itself on outstanding service and teamwork. JCEDC provides a challenging and rewarding work environment and fosters creativity, collaboration, and expanding upon your talents and assets. No two days are ever quite the same which allows an opportunity for your expanding personal and professional growth. Your willingness to learn, engage, collaborate and grow as a team member will be needed, welcomed, and valued. JCEDC respects the commitments outside of work and offers flexible solutions to attend to them. We look forward to adding another strong, motivated member to the JCEDC team!

PROCESS FOR APPLYING:

STEP 1: Ensure you are a great fit. Applicants should learn more about JCEDC at www.growjocomo.com, as well as JCEDC's social media accounts, and ensure this organization is a place that complements both your personal and professional aspirations.

STEP 2: Complete the JCEDC Application for Employment. Visit www.growjocomo.com/careers for a printable or electronically fillable version. *(Note: If using the fillable version, please download to complete, as the JCEDC system will not save your changes)*

STEP 3: Submit your information. With the subject line of "Communications Coordinator Position", include your cover letter, resume, AND completed JCEDC Application for Employment via email to: jobs@growjocomo.com

You will receive a confirmation by email when we have received your information. If selected for an interview, you will be contacted via email and/or phone.

Position open until filled. Interviews will begin no earlier than the week of August 2, 2021.

For more information on JCEDC, visit www.growjocomo.com.

Please email jobs@growjocomo.com with any questions or concerns.

JCEDC is an equal opportunity employer and supports diversity in the workplace.