



FEDERAL PROGRAMS/HANFORD COMMUNITIES COORDINATOR
JOB DESCRIPTION/POSTING

TRIDEC, a non-profit economic development organization, which also manages Hanford Communities on behalf of Tri-City area local governments, has an opening for Federal Programs/Hanford Communities Coordinator. This is a full-time exempt position with benefits. The salary is dependent on qualifications and experience. Qualified applicant should send resume, cover letter and salary expectation to Tiffany Burke, TRIDEC Operations Manager: tburke@tridec.org.

DESIRED QUALIFICATIONS:

- Strong Microsoft Office skills (Word, Powerpoint, Outlook)
- Strong written and verbal communication skills
- Demonstrated experience managing communications efforts across multiple platforms (websites, social media, newsletters, brochures, etc.)
- Familiarity with the Hanford Site, Pacific Northwest National Laboratory (PNNL) and energy industry and issues
- Experience working with government officials at the federal, state and local levels

JOB SUMMARY:

Directly supports Hanford Communities and TRIDEC as listed in Job Duties and Responsibilities. Other duties as assigned.

JOB DUTIES AND RESPONSIBILITIES:

- Coordination and support of Hanford Communities and its Speakers Bureau, including meeting scheduling and participation, materials preparation (presentations, letters, briefing materials).
- Content development and use of social media, website, newsletters, email and other means of communication to create and share information about Hanford cleanup developments and public input opportunities.
- Support advocacy efforts at the local, state and federal levels, including preparation of briefing materials, presentations, letters, coordinating and participating in meetings, tours, receptions and other events.
- Support efforts to recruit, retain and expand energy-related businesses, including meeting coordination, development of brochures, websites and other materials.