Title: Communications Assistant  
Hours: 8-16 hours/week  
Rate: $19.00/hour

About WSU Clallam County Extension:  
Washington State University Extension engages people, organizations and communities to advance economic well-being and quality of life by connecting them to the knowledge base of the University and by fostering inquiry, learning, and the application of research. In Clallam County, we offer continuing education and assistance in gardening, farming, youth development and waste reduction, and engage in a wide range of community and economic development projects across the county.

Description: The Communications Assistant will provide communication and marketing services that ensure a wide range of constituencies are aware of and understand the work of WSU Clallam County Extension’s programs and projects.

Responsibilities: Under the supervision of the Director, the Communications Assistant will implement WSU Clallam Extension’s communication strategy for programs including Master Gardeners, 4-H, Regional Small Farms, and Community Health and Food Access, ensuring that University brand guidelines are met. This will include coordinating design, editing and publishing of printed and electronic communication such as brochures, social media, and media releases. The Communications Assistant will be responsible for the maintenance of WSU Extension website including accessibility standards, keeping content current, collaborating with program coordinators on web design, usability, and analytics. The position requires the ability to work independently and accomplish tasks with minimal supervision.

Required Qualifications: AA degree in degree in marketing, public relations, communications or related field. A bachelor’s degree is preferred. Experience may substitute for degree requirement.

Additional Qualifications and Skills:  
• Resourceful, well-organized, highly dependable, efficient and detail oriented  
• Excellent project management and communication skills  
• Experience in web, social media, content development and marketing
• Experience in communications strategy
• Experience in graphic design preferred
• Knowledge of or ability to quickly learn technology platforms to support various forms of digital marketing
• Candidates should be prepared to show results of past work
• Proficiency in Microsoft Office, Office365, Canva, WordPress, Adobe Creative Suite preferred

Special Requirements
Possession of a valid Washington State Driver’s License; ability to maintain current CPR, First Aid and Defensive Driving certifications; ability to successfully pass all testing and examinations which measure ability to perform essential job functions; ability to pass a post-offer, pre-employment drug test and criminal background check.

In response to COVID-19, the WSU Clallam County Extension office is closed to the public until further notice and staff are working remotely. This position will be required to work remotely initially.

How to Apply
Email a cover letter and resume to the WSU Clallam County Extension Director Clea Rome, at clea.rome@wsu.edu by Friday, March 5, 2021.

Washington State University is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.