



Economic Development Board for Tacoma-Pierce County (EDB)

choosetacomapierce.org

JOB ANNOUNCEMENT for

NEWSLETTER EDITOR (PART TIME CONTRACT POSITION)

The Economic Development Board for Tacoma-Pierce County is seeking a part-time contract Newsletter Editor to write and oversee production of its monthly e-newsletter.

While this position is remote, the successful candidate should live in and/or have deep familiarity with the Tacoma-Pierce County area and be available to attend occasional in-person meetings.

Start date for this position is September 1, 2024.

About the EDB:

The Economic Development Board for Tacoma-Pierce County is a nonprofit economic development organization focused on helping Tacoma-Pierce County businesses reach their pure potential. We specialize in serving companies interested in locating their business in the city of Tacoma and throughout Pierce County. Helping companies create new jobs and grow the economy of the South Sound is our driving force and has led us to work with companies that have brought more than \$1.6 billion in capital investments and over 25,000 jobs to the region over the past two decades.

Responsibilities:

- Produce high-quality, engaging newsletter content that conveys the tone and drives the vision and mission of the EDB.
- The current newsletter (*Onward*) has an established format and approach but we are open to change.
- Plan and lead monthly editorial planning meetings with EDB staff via Zoom.
- Schedule and conduct interviews with business, county, municipal and community leaders.
- Prepare design of newsletter in email platform for electronic distribution.
- Coordinate newsletter distribution.
- Attend occasional in-person meetings or events.

- Additional proofreading and editing assignments as needed.

Requirements:

- Strong writing, editing and proofreading skills.
- Bachelor's degree in journalism, communications or related field, or equivalent experience.
- Proven experience as a newsletter editor, business writer or similar role.
- Excellent communication and interpersonal skills.
- Collaborative mindset with the ability to work well in a team.
- Ability to set and meet deadlines.
- Ability to work independently.
- Knowledge of AP style.
- Comfortable working in WordPress and Brevo email marketing platform.
- Knowledge of the Tacoma-Pierce County business community is preferred.

Job type: Part-time, contracted, remote

Compensation: \$700-\$800 per month, depending on experience

Start date: September 1, 2024

APPLICATION DEADLINE: Position open until filled

HOW TO APPLY: Email your cover letter, resume and three professional references to hr@edbtacomapierce.org **No phone calls, please.**