



Job Opportunity Communications Coordinator

Summary | Kristin Manwaring Insurance (KMi) is looking for part time Communications Coordinator to join a fast-paced and customer service focused team. KMi has been serving the Port Townsend and Olympic Peninsula communities for over two decades, offering individuals and businesses a variety of insurance options with the personal touch of small-town customer-focused service.

With the intent of enhancing our clients' experience, the Communications Coordinator is responsible for implementing and coordinating the marketing and advertising needs for the agency including communication and marketing channels such as website, social media, newsletters, email campaigns, and collateral materials. This position gathers, evaluates, and presents all marketing opportunities including advertising, sponsorships, and donation requests. The Communications Coordinator will manage the range of duties from maintaining a marketing log for advertisements, leads, and activities to developing marketing and advertising strategies and campaigns to build and expand business for new and existing clients.

In addition to maintaining our vision by adhering to our values and management principles, this position must provide the highest level of service to our clients and collaborate with the KMi team to be a focused, client centric culture.

Essential Competencies |

- Professional appearance and friendly, approachable demeanor
- Excellent people skills; demonstrate courteous attitude in all interpersonal interactions
- Exceptional communication skills both verbally and in writing
- Self-motivated, flexible, positive, honest, dependable, and energetic demeanor
- Work independently and as a member of the team

Qualifications |

- Two (2) years of Marketing/Advertising/Communications experience
- Bachelor's degree in related field preferred
- Able to work outside normal business hours on occasion to meet business deadlines

More Information |

The Kristin Manwaring Insurance team is currently working out of their offices in beautiful Port Townsend, WA. Due to the nature of the work required for this position, working remotely with occasional in-office meetings may be considered.

The Communications Coordinator is a part time nonexempt position (20 hours weekly). Additional hours may be possible for future consideration. This position is eligible for Sick Leave as well as our Employee Assistance Program benefit.

EEO Statement |

Kristin Manwaring Insurance is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability. Pursuant to the Americans with Disabilities Act, Kristin Manwaring Insurance will make reasonable accommodation of working conditions or methods to perform the duties of the position.

Application | Send a resume and cover letter to carolyn@full-circlehr.com