

Ability to:

- Operate a computer and various office software applications, including website administration and social media.
- Work with and learn from different cultures.
- Independently and/or from general instructions, accurately compose and prepare various documents.
- Demonstrate tact and patience when dealing with the public.
- Demonstrate strong attention to detail.
- Meet deadlines.
- Maintain effective work relationships.
- Exercise discretion in confidential matters.
- Exercise individual initiative.
- Communicate effectively, both in writing and orally, including oral presentations.
- Understand, interpret and efficiently carry out complex oral and written instructions.
- Work a flexible schedule including occasional weekends, evenings and other irregular hours.

Mental Activities

Position requires continuous ability to read, speak, write and understand English; frequent interpersonal skills; occasional decision-making, independent judgment and/or action, teamwork, creativity; conduct presentations; and the ability to perform basic math.

Physical Activities

Position requires continuous talking and hearing; occasional walking, sitting, standing and bending; and rare fingering, reaching, and feeling. Incumbent must be able to push, pull, lift and carry 15 lbs.

Education and Experience

Graduate degree program enrollment OR a combination of education, training and experience that provides an equivalent background required to perform the duties of the position. Experience in marketing is preferred.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

Job Conditions

Computer-related work is performed in the office with a moderate noise level. Some travel to and attendance at outside meetings is required. Work may occur indoors and outdoors. Ability to work a flexible schedule, including some evenings and weekends is required.