



**Communications Coordinator  
Anchorage Economic Development Corporation (Anchorage, AK)**

The Anchorage Economic Development Corporation (AEDC), a private 501(c) 6 nonprofit organization, is seeking to engage a dynamic, experienced business professional to serve as the communications coordinator for the organization.

**Salary Range:** \$21.00 per hour+ DOE, plus competitive benefits package

**General Purpose:**

The Communications Coordinator is responsible for supporting AEDC's communication functions including public relations, advertising and marketing:

- Supporting the successful advancement of AEDC's vision that by 2025, Anchorage will be the #1 city in America to live, work and play and thereby improving the local community environment that supports and encourages entrepreneurship and new business creation.
- Improve the economic strength within the Municipality of Anchorage and the Southcentral region of Alaska through business development, recruitment, retention and expansion of existing businesses that ultimately results in the creation of jobs.
- Enhance AEDC's image and standing within the region as a leader of economic development efforts, a reliable business information resource, and a respected provider of perspectives on the local, regional and state economies.

In collaboration and under the direction of the Communications Director this important member of the AEDC team will be tasked with:

- Providing supporting efforts for the advertising, public relations, communications and marketing strategies of AEDC
- Maintaining AEDC's website including regularly posting updates and working with the Communications Director to improve functionality and efficiency
- Monitoring, developing content for and maintaining social media sites including Facebook, Twitter, LinkedIn and Instagram
- Developing, editing and proofing correspondence, reports and publications before public dissemination
- Develops marketing material and collateral as requested by AEDC staff
- Supporting and maintaining AEDC brand identity and growing brand recognition
- Other duties as assigned.

**Minimum Requirements**

- Has a demonstrated knowledge in the use of Photoshop and InDesign
- Familiarity with Mailchimp
- Familiarity with WYSIWYG website software
- Applicant must possess excellent organizational, oral communication, writing and project management skills
- Experienced Microsoft Office user including Word, Excel, Outlook and PowerPoint



- B.A. in Communications, English, Marketing or related field a plus
- 1-2 years' experience in communications, marketing, or public relations preferred

**About the Anchorage Economic Development Corporation (AEDC)**

AEDC is a private non-profit 501(c)6 organization formed in 1989 as a public-private partnership between local business and governmental institutions. It is governed by a Board of Directors whose 15 voting members are appointed from AEDC's 200+ private sector member companies. AEDC's non-voting board members and Investors Council members are appointed from the Municipality of Anchorage, the State of Alaska and local partner organizations.

AEDC exists to grow a prosperous, sustainable & diverse economy for Anchorage. Our vision is that by 2025, Anchorage will be the #1 city in America to live, work and play. From our history to date and from the commitments that we all share now about the future, we have defined the values that should guide all of our activities and staff in the years to come. These are our core values:

Integrity: Being transparent & ethical in all our dealings.

Credibility: Demonstrating competency & expertise in everything we do.

Proactive: Creating opportunities through innovative actions.

Collaborative: Leveraging our strengths with the strengths of others.

**Other Requirements:**

- Valid Driver's License
- If chosen to be interviewed, must be able to provide writing samples and production examples from past work experiences related to position being applied for.
- Must be capable of lifting 50 pounds without assistance.
- Must be able to pass a background check.

**To apply for this position:**

Submit a letter of interest and resume either by email to [ameyers@aedcweb.com](mailto:ameyers@aedcweb.com) or via U.S. mail addressed to:

Anchorage Economic Development Corporation  
Attn: Communications Coordinator Applications  
510 L Street, Suite

**\*\*AEDC is an equal opportunity employer.**