



BUSINESS & COMMUNICATIONS COORDINATOR

Port of Grays Harbor

The Port of Grays Harbor is seeking a creative, detail-oriented individual to help tell the Port's story to local, regional, and global audiences. In this dynamic role, you'll craft press releases, newsletters, website content, and social media across all Port lines of business — from Marine Terminals and Westport Marina to Bowerman Airport and Satsop Business Park — while supporting public outreach events, brand marketing, and business development initiatives. You'll also provide executive-level administrative support to the Executive Director and Deputy Director, including Port Commission meeting prep, calendar management, and general office coordination, making this a varied and fast-paced position for someone who can thrive juggling communications work with administrative precision.

The ideal candidate brings at least two years of progressively responsible experience in administrative, marketing, or public relations work, a four-year college degree (or equivalent experience) in business, communications, or public affairs, and strong proficiency with Microsoft Office and Adobe Creative Suite. Success in this role calls for excellent writing and editing skills, sharp organizational instincts, comfort with social media platforms, and the ability to manage multiple priorities in a busy office environment with professionalism and tact. If you're a team player who wants to help shape how a vital regional economic engine is seen by the world, we encourage you to apply.

Open until filled. Salary range \$64,409 to \$90,173/yr. DOQ, plus benefits. Visit www.portofgraysharbor.com for full details and a link to apply online.