Northwest Pipe Company (NASDAQ: NWPX) is a North American leader in the manufacturing of welded steel pipe and tube. With over 50 years in the business, we provide the highest quality products, at competitive prices, with top-notch support. Becoming part of the Northwest Pipe team means embracing and demonstrating our core values, which include: Accountability, Commitment and Teamwork. Employee safety, customer satisfaction and manufacturing quality products are our highest priorities.

NWP is looking for dynamic, energetic and career-minded people who can make a difference and will immediately contribute to an organization positioned for growth. We currently have an opening for a Communications Specialist at our Vancouver, Washington Corporate office.

JOB SUMMARY:
The primary purpose and function of the Communications Coordinator is to provide communications support across our corporate organization with a strong concentration in marketing and human resources.

PRIMARY RESPONSIBILITIES:
- Support content development including internal communications, social media, sales materials, website posts, and product use studies
- Create engaging text, images, and video content
- Support upgrade of company Intranet
- Regular engagement with our media and public relations social communications platform
- Review, edit, and reformat technical documents, internal policies, and other documents
- Create graphics and draft posts for Facebook, LinkedIn, and Twitter
- Implement social media releases by using planned calendar
- Management of media contacts.

SECONDARY RESPONSIBILITIES:
- Support marketing and HR teams in a variety of projects and initiatives
- Proof read business materials including proposal and internal and external communications
- Incorporate brand messaging into projects consistent with the brand guidelines
- Create and manage graphic emails from opt-in lists for tradeshow and event promotion
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to communicate with co-workers at all levels within organization.
- Able to read and comprehend simple instructions, short correspondence, and memos.
- Exceptional organization and administrative skills.
- Ability to work both independently and in a team environment.
- Strong Microsoft Office skills.
Knowledge and experience in social media platforms including LinkedIn, Twitter, and Facebook.
Work cooperatively with others.
Follow company policies and procedures.

EDUCATION / EXPERIENCE
- Bachelor’s Degree in journalism, communications, public relations or a related field required.
- 3 or more years in a communications-development, marketing, or public relations role with increasing responsibility.

PHYSICAL DEMANDS/WORK ENVIRONMENT:
Project timelines and work volume / deadlines may often require working outside of standard office hours, weekend or evening work. Regular, reliable and predictable attendance is necessary in order to perform the essential functions of this position.

Physical Activity
Less than 1/3 of the time:
- Kneeling/Crouching: Position self to file documents and open lower drawers.
- Reaching: Grabbing things from a distance above or from side.
- Walking: Moving to accomplish tasks, particularly for long distances or moving from one work site to another.

Up to 2/3 of the time:
- Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- Communicating: Expressing or exchanging ideas and information accurately, in written or diagram form.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
- Repetitive Motions: Making substantial movements (motions) of the wrists, hands, and/or fingers such as moving the mouse.

Over 2/3 of the time:
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position.

Physical Requirements
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly lifting, carrying, pushing, pulling or otherwise moving objects, including the human body.
- Project timelines and work volume / deadlines may often require working outside of standard office hours, weekend, or evening work.
- Regular, reliable and predictable attendance is necessary in order to perform the essential functions of this position.
Visual Acuity

- The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and visual inspection involving small defects at distances close to the eyes.

Over 2/3 of the time:
- The worker is required to have close vision (clear vision at 20 inches or less).

Up to 2/3 of the time:
- The worker is required to have distance vision (clear vision at 20 feet or more).

Less than 1/3 of the time:
- The worker is required to have color vision (ability to identify and distinguish colors).
- The worker is required to have peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
- The worker is required to have depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- The worker is required to have the ability to adjust visual focus (ability to adjust the eye to bring an object into sharp focus).

Weather Conditions

- Over 2/3 of the amount of time, the worker is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.
- Less than 1/3 of the amount of time, the worker is subject to outside environmental conditions: No effective protection from weather.
- Up to 2/3 of the amount of time, the worker is subject to both environmental conditions: activities occur inside and outside.

Noise Levels

Less than 1/3 of the time:
- The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

Over 2/3 of the time:
- Moderate noise (examples: business office with computers and printers, light traffic)

Supervision Received

- Close supervision: the incumbent is assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.

HOW TO APPLY: If you are interested in and qualified for this position, please click on the link below:
Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.

Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.

*Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.