



2241 Hospital Drive  
Sedro-Woolley, WA 98284  
(360) 856-2549

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## POSITION OPENING

Posted: 1/27/17  
Closes: 2/10/17  
Posting #: DIS-17-02

### Communication and Marketing Coordinator

**Position Summary:** The Communication and Marketing Coordinator will be responsible for coordinating the planning, direction and control of organizational-wide communications, marketing strategies, media relations, website development and maintenance. This position will also facilitate the delivery of strategic, timely, and cost efficient marketing communications for the district programs.

**Schedule** Part-time, 20 hours per week. Typically Monday through Friday work schedule, although may require occasional weekend, morning and evening hours.

**Benefits:** This position will be eligible for Paid Time Off to begin accruing upon hire and employer retirement contributions after one year of service.

**Salary:** \$22.00 to \$25.00 per hour depending upon experience.

Please refer to the attached job description for clarification of the responsibilities, functions and qualifications for the position. Interested applicants must complete and submit the following no later than 4:00 pm, February 10, 2017:

1. Completed Application
2. Completed and signed disclosure statement
3. Resume
4. Cover Letter

Please send applicant materials to:

United General District 304  
ATTN: Steve Queen, Human Resource Administrator  
2241 Hospital Drive  
Sedro-Woolley, WA 98284

Or email application documents to [HR@unitedgeneral.org](mailto:HR@unitedgeneral.org).

Process schedule is dependent upon actual close date of the position or at the time a qualified applicant is found.

If you have direct questions regarding the duties of this position please contact Mr. Steve Queen at (360) 854-7153 or email [HR@unitedgeneral.org](mailto:HR@unitedgeneral.org)

*Skagit County Public Hospital District No. 304 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, creed, sex, sexual orientation, gender identity, disability, familial status, marital status, and age. This holds true for all district employment and opportunities.*