



JOB DESCRIPTION

Title	Communications Coordinator
Reports To	Real. Good. Project Manager and Executive Director
Date	March 25, 2026
Application Deadline	5:00 pm, April 8, 2026
Application Requirements	Cover letter, resume, work samples, and three references emailed to: Dawn Mandt, Executive Director Dawn@redriverrc.com Kristi Kasprick, Real. Good. Project Manager Kristi@redriverrc.com Questions regarding the position may also be directed at the same email addresses.

ABOUT US

This is an opportunity to join a team of ten highly skilled, passionate professionals all aimed at continuing to improve and grow northeast North Dakota. We have become a family of five organizations, each governed by its own Board of Directors and budgets while contracting with the Red River Regional Council for professional staff. These organizations include the Red River Community Housing Development Organization, Nelson County Job Development Authority (JDA), Pembina County JDA, and Walsh County JDA.

We are seeking a part-time marketing and communications professional to join this team. The position will support the five organizations as well as the Real. Good. Northeast North Dakota workforce and tourism brand for the region and The Reyleck, a regional business and community innovation center currently under construction on main street in Grafton. Region 4 includes Grand Forks, Nelson, Pembina, and Walsh Counties.

ABOUT YOU

Are you a creative storyteller with a passion for marketing and community impact? The **Red River Regional Council** is looking for a motivated, independent professional to bring fresh energy to our communications and the *Real. Good. Northeast North Dakota*. talent and visitor attraction initiative.

If you love digital marketing, social media, and crafting content that connects people and places, this role is for you. You'll take the lead on real projects from day one—managing



websites, producing media, and building campaigns that celebrate what makes our region an amazing place to live and work.

We're seeking someone with hands-on marketing and communications experience. You should be confident managing your own workflow and bringing ideas to life without needing step-by-step guidance.

WHAT YOU'LL DO

Digital & Website Management

- Write, update, and publish engaging content across the Regional Council and *Real. Good.* websites.
- Hunt down and highlight regional events for the *Real. Good.* event calendar.
- Review website content monthly to keep it fresh and accurate.

Marketing & Campaign Support

- Create, plan, and schedule social media content for the Regional Council and *Real. Good.* platforms.
- Track analytics and develop content calendars to keep campaigns on point.
- Collaborate with regional partners—including Nelson, Pembina, and Walsh County JDAs, the Red River Community Housing Development Organization, and The Reyleck—to enhance their social media and digital outreach.
- Design eye-catching graphics, e-newsletters, videos, and other promotional materials.
- Assist with video creation and CRM updates.

Community Engagement & Events

- Represent *Real. Good. Northeast North Dakota.* at events, career fairs, and community activities as schedules allow.
- Support planning and promotion for the annual *State of Region 4* and other key events.

WHAT YOU BRING

- Experience in marketing, communications, or digital media.
- An associate's degree or higher in marketing, communications, design, business, English, or a related field.
- Excellent writing, editing, and communication skills.



- Strong organizational skills and the ability to manage multiple projects independently.
- Creative vision and attention to detail—you know how to make things look good *and* get results.

TOOLS YOU'LL USE

- Adobe Creative Cloud or Canva
- Microsoft Office 365
- CRM and project management software (training provided)
- Social media platforms (Facebook, Instagram, TikTok, LinkedIn)
- WordPress or other web CMS
- Email marketing tools
- Multi-media editing software

EMPLOYMENT DETAILS

This will be an unbenefited, hourly position with an expectation of approximately 20 hours per week. The hourly wage is within the range of \$25 to \$35 per hour.

This position may be located within the Regional Council headquarters in Grafton, hybrid, or remote. Preference for residents of Region 4 (Grand Forks, Nelson, Pembina, or Walsh Counties).

APPLICATION REQUIREMENTS

- Cover Letter
- Resume
- Three references
- Digital samples that demonstrate your abilities in graphic design, writing, social media, and video production.

Application deadline: 5:00 p.m. April 8, 2026