

JOB ANNOUNCEMENT

Marketing & Program Assistant

The Temescal Telegraph Business Improvement District (TTBID) seeks a Marketing and Program Assistant. This position is ideal to launch a career in community development, marketing, event planning, or business development. The chosen candidate will be involved in all aspects of the TTBID's marketing, events, and program support and will work under the supervision of and with support from the Executive Director.

The TTBID strives to make the District's commercial corridors a better place to live, work and shop. Our strategies include improving the streetscape and pedestrian experience, strengthening and supporting property owners, businesses, holding customer attraction events and enhancing public safety. The TTBID is a non-profit, 501c4 organization that has been operating since 2004, and is funded by property owner assessments. For more information, see www.temescaldistrict.org.

Duties include but are not limited to:

- Support event production including Taste of Temescal, Temescal Street Fair, 40th Street Block Party, Temescal Street Flicks, Halloween Stroll, Holiday Fair, and others as they arise
- Produce content and implement the BID's social media strategy on Facebook, twitter and Instagram
- Support the BID's communications and website using FileMaker Pro, Constant Contact, and Word Press.
- Support production and distribution of BID marketing materials including brochures and other materials produced in print and on line.
- Support general office and basic bookkeeping functions as needed.
- Other duties as assigned

Experience:

- Interest in the mission and goals of the Temescal Telegraph Business Improvement District.
- Strong verbal, written, social media and interpersonal communication skills. Specific experience could include among the following: marketing, sales, writing, editing, graphic design, events planning.
- Computers: Word, Excel, FileMaker, Constant Contact, Web site administration. Experience with Adobe Creative Suite a plus.
- Ability to lift up to 50lbs.

Benefits:

This is a permanent, part-time position of 20 hrs per week. Pay will be \$20 per hour (plus 7.5% tax/ins), with no benefits. The assistant will have the opportunity to make connections to business, governmental, and other community partners.