

Communications and Project Manager

About Us:

Commercial District Services LLC (CDS) is a dynamic public space management company devoted to building positive and lasting community change by creating safer, cleaner and more attractive environments for all stakeholders within the communities we serve. We do this by providing accessible and impactful administrative, placemaking, and outdoor maintenance/quality-of-life support under one roof to help organizations of all sizes and in all stages.

About the job:

Our newest rock star will be responsible for brand management, social media, website and newsletter content, as well as assist with research projects and manage individual projects for CDS and a portfolio of clients. This position will share time between our Jersey City and Bloomfield offices.

Specific Areas of Responsibilities:

- CDS and client brand management
- Manage CDS and client social media channels
- Manage content and enhance CDS and client websites, including SEO optimization and metrics analysis
- Keep CDS and client website content up to date including calendar of events, business listings, etc.
- Graphic design of digital and printed promotional collateral
- Develop new communication channels for publicizing events to diverse stakeholders including: downtown property owners, businesses, residents and other stakeholders to increase attendance and/or involvement
- Represent CDS and/or clients at meetings and trade events as needed
- Develop and maintain project tasks and priorities for multiple clients and internal programs
- Assist in the development of data collection applications and procedures; integrate that data to develop tools & reports that can be helpful in measuring results and enhancing the effectiveness of programs.

About you:

- Awesome sense of humor
- Curious mind
- Super organized
- Loves research
- Social media wizard
- Excellent copy writer
- Expertise with Wordpress and Adobe Creative Suite
- Solid photography skills
- Good to great graphic designer
- Must be able to work a moderately flexible schedule to accommodate an ever changing kaleidoscope of priorities, projects, deadlines, whims and whatnot
- Must have valid DL and personal transportation
- Previous experience working with Business Improvement Districts or similar place management, community or economic development organizations...if not coming from those industries, feel free to convince us why you're a good fit anyway
- Bilingual (spanish/english)

REPORTING RELATIONSHIP

Reports to the CEO, Director of Operations and Director of Community Planning & Development

TO APPLY

All applicants must submit a cover letter and resume/CV to: Beth Anne Macdonald, Director of Community Planning & Development at bethanne@publicspaces.com by July 17, 2020 at 3:00pm.

Salary Range: \$58,000 - \$62,000