

## **MARKETING / EVENT PLANNING / COMMUNICATIONS / NON-PROFIT**

### **Assistant Director, Summit Downtown, Inc.**

#### **Description**

Summit Downtown, Inc. (SDI) is the nonprofit organization responsible for the promotion of the business community in downtown Summit, New Jersey. We assist downtown businesses with marketing and host events that bring people to downtown Summit.

SDI is seeking a full-time Assistant Director with excellent written and verbal communication skills and a high level of technological literacy. Applicant should be a fast learner, be equally comfortable working independently or as part of a small team, and excellent at simultaneously managing multiple projects.

#### **Responsibilities**

- Supervise part-time Marketing Admin and assist with managing all social media networks for SDI: generate and post content, answer comments/messages, build community.
- Serve as point person for the development, planning, promotion, and execution of all SDI events.
- Oversee SDI's Event Sponsorship Program; identify and solicit new sponsors.
- Obtain and edit written and graphic content for downtown email newsletter.
- Coordinate the design of digital and print ads and promotional materials.
- Write and distribute news releases and serve as media point of contact.
- Continually update SDI's website and businesses' pages on SDI's website.
- Attend monthly Board of Trustee meetings and take minutes.
- Assist downtown businesses with their social media and marketing efforts.
- Network with and maintain regular contact with business and property owners/managers in the downtown.
- Attend events in the downtown as a representative of SDI and take photos for social media and news releases.
- Assist customers who come to the office to purchase Summit VISA Gift Cards.
- General administrative tasks.
- Working with Graphic Designer for events, social media, promotions

#### **Requirements**

- College degree (preferably marketing, business, or management; others welcome to apply)
- Excellent writing and proofreading skills
- High level of proficiency with Microsoft Office Suite and Google Apps
- High level of social media proficiency: Facebook, Twitter, Instagram,
- Experience planning multiple large events simultaneously
- Must be available to work events in the evenings and weekends occasionally.
- Strong work ethic with the flexibility to juggle multiple tasks at once

#### **Advantages**

- Downtown management experience
- Experience working with small businesses
- Experience with Constant Contact
- Graphic design experience
- Photography experience
- Web design experience

#### **Benefits**

- Medical insurance
- Retirement plan with company match
- Flexible office environment

**To Apply:** Please email resume, cover letter, and a writing sample to [nancy@summitdowntown.org](mailto:nancy@summitdowntown.org).