



SDI Marketing Admin Position: Part-time

Summit Downtown, Inc. (SDI) is the nonprofit that manages the Special Improvement District of downtown Summit, NJ. SDI markets the downtown and its businesses. SDI also plans and executes events that bring people to downtown Summit such as the Summit Farmers Market, Family Fun Night, and holiday events. SDI is seeking a Part-Time Marketing Admin to work approx. 15 hours/week in its fast-paced 3-person office.

Responsibilities

- Assist in the development, promotion, and execution of SDI events
- Generate engaging, impactful content for social media on a daily basis and schedule posts
- Assist with creation of marketing emails
- Attend events in the downtown (Summit Farmers Market, SDI events, grand openings, businesses' events, etc.) as a representative of SDI and take photos and live videos for social media and photos for press releases
- Assist with distribution of marketing materials to the businesses
- Network with and maintain regular contact with business and property owners in the downtown
- Assist with maintenance of SDI's website and businesses' pages on SDI's website
- Assist as needed with all administrative work, database management, and Summit VISA Gift Card order fulfillment

Requirements

- BA/BS in marketing, communications, business administration, or related experience
- Excellent communication skills, both written and verbal
- High degree of proficiency in Word, Publisher, Excel, PowerPoint, Constant Contact/email marketing software
- Must be comfortable with all social media: Facebook, Twitter, Instagram, and LinkedIn
- Flexible schedule: Days/hours in the office are very flexible; must be able to work some evening and weekends for events

Advantages

- Photography/videography experience
- Graphic design experience

To Apply

Please email resume and cover letter to admin@summitdowntown.org. Subject of email should be "Marketing Admin".