



JOB DESCRIPTION: Communications & Events Manager

POSITION

Communications & Events Manager

STATUS

Full-time, Non-Exempt

Overview

The SODO Business Improvement Area, a nonprofit organization advocating for a safe, clean and moving SODO, seeks an energetic and detail-oriented individual to join the organization as the Communications & Events Manager. This position will be responsible for the development of communications and events that engage the community in our programs and services. We seek candidates who are pragmatic and collaborative, with strong written communication and relationship management skills.

DUTIES & RESPONSIBILITIES

- Develop and implement an effective communications strategy to plan, execute and evaluate the communications of the BIA including marketing, events, newsletters, and website & social media content.
- Generate content for written marketing materials, newsletters, social media posts, and website content with expert level skills in the areas of writing, editing, graphic design, digital marketing, web development and social media that adheres to our organization's mission and voice.
- Coordinate portfolio of events that promote the broader goals of the organization.
- Establish and maintain relationships with business and property owners in the SODO area to provide information and access to resources and information on the district and the organization.
- Support the Communications & Events Committee, organizing and participating in regular meetings.
- Coordinate media and ratepayer engagement activities and track media coverage of key issues for the organization.
- Monitor and manage website content and communicating any issues or updates with our web specialist.

QUALIFICATIONS

- Bachelor's Degree in Communications or a related field or equivalent experience.
- Professional verbal and written communications skills.
- Highly self-motivated for success with attention to detail as well as energetic learner with a good sense of humor, able to take both directions and initiative.

- Competency with Microsoft Office, Word Press, Google Analytics, and mainstream social media platforms, (Facebook, Twitter, Instagram)
- Familiarity with basic graphic design and database software.
- Attention to detail, prioritization of tasks, time management and organizational skills.
- Excellent interpersonal, teamwork and diplomacy skills
- Knowledge and experience in using social media as a communications and marketing vehicle.
- Flexibility and a can-do attitude are important. As a small organization, all employees contribute to the overall success of the organization by pitching in where needed.

COMPENSATION

Annual Salary DOE plus Medical & Dental, holidays and paid vacation.

THE APPLICATION PROCESS:

Please send resume and cover letter to info@sodoseattle.org

The SODO Business Improvement Area is an Equal Opportunity Employer.