



Camden Special Services District Community Manager

Job Description

Position Summary

The Camden Special Services District (CSSD) is seeking a collaborative and creative individual to manage the development and implementation of the organization's strategic communications plan, to contribute to events and placemaking projects, and to support general organizational efforts. The community manager will have a background in community development, urban planning, marketing, journalism, or a similar field - and will have the opportunity to take ownership of a range of projects in a new and growing place-based management organization.

Job Type: Full Time, Monday – Friday and occasional nights and weekends

Reports To: Executive Director, Camden Special Services District

Primary Tasks and Responsibilities

- Manage CSSD's strategic communications efforts, including creating content, developing an editorial calendar, creating digital communications and print collateral, and managing the organizations website.
- Lead the development of a new CSSD website and digital presence. Assist with weekly emails blasts and future newsletters/publications. Manage social media accounts.
- Assist with contract management and process check payment and invoice requests as necessary.
- Assist CSSD's work in downtown Camden's public realm to create clean, beautiful, and compelling public spaces that appeal to a variety of users, including assisting projects to install outdoor furnishings, enhanced landscaping, and seasonal displays
- Lead and maintain the visual presence and brand identity across all platforms as well as for signature events, marketing campaigns and placemaking projects.
- Establish and nurture excellent professional relationships with property owners, businesses, neighborhood communities, the public sector and partners through events and strategic communication channels.
- Represent CSSD at related community meetings and focus groups
- Stay abreast of best practices and new trends in this field
- Assist in writing grants & developing partnerships to drive resources to the organization
- Prepare reports, graphs, maps, flyers, event materials, etc.
- Collaboratively manage the development, funding and implementation of future economic and community development initiatives and projects

Qualifications & Required Skills

- Bachelor's degree in a related field (art, design, marketing, architecture, urban planning or design, communications, or other applicable emphasis). Graduate degree preferred.
- Two (2) to five (5) years professional experience
- Strong written, verbal, digital and web communication skills
- Knowledge of marketing and communication technologies including content management systems, email marketing, virtual and in-person event platforms (Zoom, Go-To Webinar, Eventbrite, etc.)
- Strong understanding of social media platforms and community building.
- Demonstrated graphic design experience preferred. Proficient with Adobe Creative Suite, basic web design, and social media platforms and Excel preferred
- Highly organized and detail oriented
- Able to anticipate project needs, discern work priorities, and meet deadlines with little supervision
- Willing to work occasional evenings and weekends. CSSD staff support major events.
- Self-motivated, empathetic, creative, forward thinker open to creating new strategies that provide a sense of place and a lively downtown experience

Physical Requirements and Work Environment

Activities include working in an office setting and out in the community and at all project locations. Night and weekend attendance at meetings and events is expected. The CSSD is currently working remotely during the pandemic. A search for a new office location is currently underway.

Compensation

Anticipated annual salary ranges from \$70,000 - \$75,000 depending on qualifications and experience.

Anticipated Start Date

December 2021

To Apply

Send cover letter, resume and 3 references to the attention of Nate Echeverria, necheverria@camdenssd.com with the Subject Line: CSSD Community Manager, and your first and last name. **Submissions will be accepted until November 10, 2021.**

Equal Opportunity

CSSD is committed to creating an equitable, inclusive, and diverse environment and is proud to be an equal opportunity employer. All qualified candidates will receive consideration based on their abilities, attitude, and character without regard to race, creed, national origin, ancestry, religion, age, sex, affectional or sexual orientation, disability, marital status, status as a veteran, or on any other basis prohibited by state or federal law. If you do not meet all the requirements but think you would be a great candidate for this position, you are encouraged to apply.

Disclaimer

The information presented indicates the general nature and level of work expected of employee in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Background

Mission

Our mission is to support prosperous and vibrant urban places around the downtown, waterfront, commercial, educational, medical and neighborhood communities.

Camden Special Services District (CSSD)

The CSSD is a 501(c)(3) nonprofit, working to present the city's best face to its business community, residents, students, and visitors. With more than 15 years working in the City of Camden, the CSSD maintains and improves the physical appearance of the city's streets and public spaces through its highly regarded Clean and Safe Program. Services are provided through third-party contractors. Public space management activities include: Cleaning -Removing trash and debris from streets and sidewalks, emptying trash cans, removing graffiti and unwanted signage, and trimming/weeding tree wells, curb lines and sidewalks. Landscaping – Design and install and landscape maintenance of landscape beds, medians, parks, public and private spaces. Hospitality and Event Support - Delivering reliable hospitality, creating and maintaining inviting public spaces, and supporting public and private events.

CSSD collaborates with key institutions, businesses, corporations, community stakeholders and neighborhood groups in various capacities for a common purpose: to make Camden a beautiful vibrant city and a better place to live, work, visit and do business.

CSSD serves as the Business Management Corporation for the newly implemented Camden Business Improvement District (CBID), representing an area of approximately 150+ blocks. In addition to cleaning the business corridors, CBID cleaning activities now extend into neighborhoods within the district boundaries. Opportunities to improve the district are limited only by our imaginations as the CBID has a broad scope, in addition to cleaning, focus is on landscape enhancements, placemaking and marketing to support our business community. The CBID is funded through a city tax assessment and, as such, activities are subject to OPRA and OPMA requirements as well as city purchasing guidelines and budgeting requirements.