

## **Jamestown Renaissance Corporation**

### I. Position Data:

Title: Communications & Events Associate  
Hours: Full time, Salaried, Exempt  
Salary: Commensurate with experience  
Supervisor: Executive Director

### II. Position Summary:

The Communications & Events Associate supports the planning and coordination of activities and promotional efforts that draw local residents and visitors into Jamestown's urban core and add to the development of downtown as a vibrant setting for commercial and residential uses. This person leads JRC outreach, communications and marketing efforts, and is responsible for coordinating all of the JRC events. The Communications & Events Associate also works closely with other staff to create synergies between downtown businesses, neighborhood revitalization, and events organized by JRC partners.

### III. Position Responsibilities and Duties:

- Responsible for marketing and promotion of the Up Close & Wonderful Jamestown branding initiative. This includes developing print, social media and website material and facilitation of monthly Attractors meetings.
- Responsible for marketing and promotion of the Jamestown Renaissance Corporation via website management, blog posts, monthly Renaissance Reflections article, and press releases.
- Develops posters, advertising, and other graphics for use on website and print advertising. Develops radio scripts, oversees radio advertising and other promotional efforts.
- Oversees sponsorships and promotion of all JRC events.
- Assists in securing permits, insurance, licenses, etc. as required for community events.
- Secures entertainment and vendors for events and administers necessary agreements.
- Cultivates partnerships and collaborations with organizations and businesses that support JRC events and community revitalization activities.
- Supports other JRC program areas as needed. Special projects and other duties as assigned.

IV. Knowledge and Skills Required:

- Strong written and verbal communication skills; ability to network and build relationships.
- Above average familiarity with event management, sponsorship, and promotion functions.
- Strong computer skills: Microsoft Office Suite, Social Media, Square Space, Word Press, Adobe Illustrator, and Photo Shop.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Graphic design.

V. Special Requirements:

- Bachelor's Degree in Marketing, Public Relations, Communications, Journalism, or Business Administration
- Valid driver's license and reliable vehicle
- Ability to work outside the normal work schedule as needed