



MARKETING & ADMINISTRATIVE SUPPORT STAFF

The Uptown Community Parking District (UCPD) reinvests a portion of parking meter fees back into the neighborhoods of Bankers Hill, Hillcrest, Mission Hills and Five Points / International Restaurant Row. The UCPD is seeking a dynamic, creative marketing and public outreach staff person to work alongside COO. Marketing of parking services, availability and communication with business owners are the principal tasks. Individual will also handle administrative support, processing documents, transcribing minutes, preparing agendas and the like.

Key Responsibilities

Working with COO, develop marketing campaign, design collateral and coordinate quotes, printing and production; Develop relationships with storefront businesses impacted by parking (2-5 hours per week in the field); Manage marketing campaign coordinating advertising with partners and vendors; Collaborate with partner organizations; Compile reports in word and excel for campaign costs, measure impressions and gauge campaign success; Write press releases; develop connections with journalists and media entities; Work with a wide range of media and use graphic design software; Proven graphic designing experience; Possession of creative flair, versatility, conceptual/visual ability and originality; Manage social media engagement with creative input on content; Host special events, coordinate street teams, display set-up and break down; Transcribe minutes for committee meetings; process invoices and payments

Part-time, 20-25 hours per week – flexible with occasional early evening meeting required

Submit resume and three references via email: Elizabeth@ParkUptownSD.org by April 15th for first round considerations.