

Part-time Administrative/Communications/Non-profit

Part-time Assistant to the Executive Director

Description

Downtown West Orange Alliance (DWOA) is the nonprofit organization responsible for promoting and marketing the business community within the downtown corridor of West Orange, New Jersey. The DWOA assists businesses with marketing and promoting, as well as hosting events that bring people downtown.

DWOA is seeking a part-time assistant with excellent communication skills and a high level of technological literacy. Applicant should be a fast-learner, be equally comfortable working independently or as part of a small team, and have a good sense of humor.

For more information, please call 973-325-4109 or email downtown@westorange.org.

Responsibilities

- Work alongside the Executive Director and assist in the daily operations of the alliance
- Respond to emails, Phone calls and walk in requests
- Coordinate regular contact with business and property owners/managers in the downtown
- Assist businesses and property owners in adhering to aesthetic guidelines
- Assist in the management of DWOAs website, Mobile Application and businesses' pages on database
- Assist downtown businesses forms and paperwork
- Communicate with the general public to build excitement for downtown businesses and events
- General administrative tasks

Requirements

- Proficiency in Microsoft Word, PowerPoint, Excel, and Publisher
- Excellent written and oral communication skills
- Social media proficiency: Facebook, Twitter, Instagram, LinkedIn, and YouTube
- Strong work ethic with the flexibility to juggle multiple tasks at once
- A love for West Orange, NJ and its local businesses

Advantages

- Experience with Constant Contact and/or content management systems
- Bilingual
- Event planning/project management experience
- Graphic design experience/Photoshop & Illustrator
- Township volunteer experience

To Apply

Please email résumé and cover letter to downtown@westorange.org.

