

Communications and Administrative Specialist

The **Lake Street Council** is a nonprofit whose mission is to ensure the vitality and prosperity of the Lake Street commercial corridor and the surrounding neighborhoods. Our staff of five promotes the area through marketing initiatives, provides support to small businesses, and promotes economic development in our community.

The **Communications and Administrative Specialist** position is a part-time position that provides administrative, communications, and event planning assistance to ensure the effective operation of the organization.

Primary Responsibilities (including, but not limited to):

- Generate content and disseminate targeted communications through newsletters and social media posts.
- Manage websites via content management system.
- Support data management utilizing our customer relations management system and mailing lists.
- Assist in production and distribution of membership invoices.
- Assist in planning and executing event logistics.
- Assist staff with other activities as needed.

Requirements/Qualifications

- Excellent written, verbal, and visual communications skills.
- A broad range of familiarity with communications tools such as website content management systems, social media, Google Docs, Dropbox, Adobe Creative Suite, databases, and MailChimp.
- Ability to interact successfully with a variety of racially, ethnically, and economically diverse constituents.
- Experience with small businesses and/or nonprofits.
- Familiarity with Lake Street.
- Self-motivated, dependable, responsible, and able to work independently.
- Ability to handle multiple projects simultaneously.
- Strong organizational skills and attention to detail.
- Fluency in English language required, with additional fluency or proficiency in Spanish or Somali language preferred.

Questions? Contact:

Allison Sharkey at jobs@lakestreetcouncil.org

Learn more about us at LakeStreetCouncil.org or VisitLakeStreet.com

Commitment: 10 to 15 hours/week, primarily weekday/daytime hours plus occasional evening and weekend events.

Status: Part time employee

Compensation: \$15-\$18/hour

Position Reports To: Executive Director

How to Apply

Please submit a cover letter and resume by **March 14, 2019** to Executive Director Allison Sharkey at jobs@lakestreetcouncil.org. In your cover letter, please address the following:

- Describe your relationship to Lake Street
- Provide an example of a social media campaign that you have worked on.
- Describe your experience with content management systems like Wordpress or Drupal.