



## THE ELLENSBURG DOWNTOWN ASSOCIATION EMPLOYMENT OPPORTUNITY

**Position:** PAID INTERNSHIP - Community Engagement Specialist

**Reports To:** Executive Director

**Hours:** Part-time 25 hours/week - 10-12 weeks in length.

**Start Date:** 1/9/2023

**Salary Range:** \$15-\$17/ hour depending on experience.

**Purpose:** Want to be a creative influencer in the Ellensburg Downtown community? You're in luck! **The Ellensburg Downtown Association** is looking for talented, driven, and enthusiastic people to join our team, support the economic development of Downtown Ellensburg and carry out the EDA's mission.

**EDA Mission statement:** The Ellensburg Downtown Association empowers and preserves community by amplifying our economy and creating a sense of place for all.

Following is a list of responsibilities for this position along with certain supportive duties. It is not all-inclusive. Other responsibilities may be added as needed and in addition, management, as appropriate, may modify this job description.

### **Job Summary:**

The role of the **Community Engagement Specialist** includes but is not limited to:

- Provide administrative support for the Executive Director, as needed, in conjunction with independent projects and tasks to fulfill the mission of the Ellensburg Downtown Association, its Board of Directors and the five committees; Design, Economic Vitality, Organization, Equity and Promotion - based on the National Main Street Program.
- Update ellensburgdowntown.org website and community event calendars.
- Maintain good internal and external working relationships and convey a professional image.
- Perform clerical and administrative functions including email and phone correspondences, filings, record keeping, note taking, and reception.
- Solicit and prepare goods and services required for events.
- Create and publish monthly volunteer e-newsletters and press releases.

### **Key Principles:**

- Demonstrate professionalism at all times when representing the organization- dress, behave and work professionally.
- Demonstrate that you are a team member; understand the priorities of the organization, recognize when others need help, and volunteer your assistance.
- Be approachable, friendly, treat others with respect and refrain from gossip and/or participating in cliques that are harmful to the work environment and undermine the organization. Always promote and talk about our organization in a positive manner.
- Demonstrate a commitment to the EDA's goals and Strategic Plan.
- Demonstrate honesty, and trustworthiness, and act with integrity: do what you commit to do.

- Keep confidential information confidential.
- Demonstrate reliability by coming to work on time and meeting deadlines.

**Behavioral Competencies:**

- Interaction: communicate with others in a warm and helpful manner while building credibility and rapport.
- Policy and procedures: operate in a manner consistent with existing policies and procedures.
- Initiative: anticipate and look for ways to be helpful and to move the agenda forward; don't wait to be told or asked.

**Education and/or Experience:**

- Experience using Microsoft Office Suite, Outlook, Wix, Canva and Google Analytics.
- This position requires the ability to communicate effectively with volunteers, members, suppliers, media and others to promote events.

**Physical Requirements:**

- Must be able to use the telephone to communicate as well as use the computer to research, create materials, communicate.
- Position requires ability to hear, speak and see; must be able to listen to others as well as observe body language. Incumbent must be mobile, able to attend meetings, events at different locations; direct/observe event set up; select decorations; listen to sound systems; check lighting and so on.
- Must be able to stand for long periods of time, lift 25lbs, and be physically capable of walking several miles during the course of a day.

**How to Apply?**

- Email your resume and cover letter to [Director@EllensburgDowntown.org](mailto:Director@EllensburgDowntown.org)