



Central Atlanta Progress  
Atlanta Downtown Improvement District

## **Communications Assistant**

*Central Atlanta Progress (CAP) is looking for a smart, energetic and extremely organized team player to join our Membership and Marketing department as Communications Assistant. Ideal candidates are passionate about CAP's mission to champion a livable, vibrant and economically robust Downtown community; are eager to learn and work collaboratively; are meticulously organized; love writing and researching; have an interest in digital communications and social media; and are able to handle competing priorities.*

### **Job Description**

The Communications Assistant will be responsible for knowledge management, coordination of Central Atlanta Progress (CAP) Member meetings and programs, and support of marketing and outreach efforts on behalf of CAP and Centennial Park District (CPD). This individual will be a detail orientated, self-directed professional, committed to playing a key role in the Membership and Marketing team of CAP/ADID.

Reporting to the Manager of Membership and Development this position requires duties across a wide range of activities within the spectrum of departmental administration and program coordination to support the organization.

### **Essential Responsibilities**

- Planning, implementation and follow-up for all CAP Member meetings and programs, as well as some special events
- Assist with coordination of event logistics, including registration and attendee tracking, presentation and materials support, audio/visual equipment and pre- and post-event evaluations
- Support outreach, recruitment, and retention efforts for Centennial Park District membership
- Maintain membership database and distribution lists
- Record minutes of all event planning, marketing, and board of directors meetings
- Assist the Membership and Development Manager and Marketing Manager with the production of monthly e-newsletters, using MailChimp and membership database
- Monitor content of Central Atlanta Progress and Centennial Park District websites to ensure content is up to date and accurate
- Support marketing efforts by generating original social media content, as needed
- Special projects, as assigned

### **Qualifications**

- Candidate must have a four year college degree in a related field
- At least two years of work experience in an office environment, preferably at a nonprofit
- Excellent oral and written communication skills, with a high level of understanding of social media
- Database management experience preferred

### **Knowledge, Skills and Abilities**

- Keen ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to thrive and work effectively independently and as a part of a team
- The ideal candidate is outgoing and confident
- Strong attention to detail and accuracy
- Ability to prioritize and organize multiple projects, meet deadlines, problem-solve and multi-task

- Ability and willingness to work some early mornings, evenings, and weekend days
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, MailChimp, Eventbrite and mail merges; email and web searches
- Thorough understanding of all social media platforms and ability to generate original content.
- Ability to accomplish projects with little supervision
- Exceptional customer service and interpersonal skills are required
- Presents self in a highly professional manner to others
- The employee must occasionally lift and/or move up to 30 pounds

### **Schedule and Compensation:**

Full-time; salary range – mid \$30s; Overtime available

Employment, including benefits, is provided through Central Atlanta Progress, Inc. CAP is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation or national origin. CAP offers employees a competitive benefits package including health insurance, HSA or FSA, dental insurance, short and long term disability, life insurance, vision insurance, and a 401(k) savings program. The successful candidate will be required to pass a background screening. Some benefit premiums require employee participation.

This is an hourly position with a starting wage of \$xx per hour.

### **Application Guidelines/Contact:**

Interested applicants should e-mail their letter of interest, resume, and salary history to Dee Davis, Human Resources Manager at [ddavis@atlantadowntown.com](mailto:ddavis@atlantadowntown.com). Please include 3 professional references. Only those applicants deemed qualified will be contacted. No phone calls, please.

No phone calls or visits, please.

*Central Atlanta Progress, Inc. (CAP) is a nonprofit corporation of Atlanta business leaders, property owners, and institutions working with each other and with government since 1941 to help build a better center city. It carries out research and planning and acts as a catalyst for a wide range of programs and projects for the betterment of Downtown Atlanta. The Atlanta Downtown Improvement District (ADID), founded in 1995 by CAP, is a public-private partnership that strives to create an attractive, safe and livable environment for Downtown.*