
Position: Seasonal Marketing & Events Ambassador

JOB POSTING ACTIVE: April 1-30, 2024

Email resume and cover letter to info@downtownspokane.org. Applications are reviewed as received and selected candidates will be contacted directly. No walk-ins.

About DSP: The Downtown Spokane Partnership (DSP) is dedicated to the creation of a dynamic, vibrant, livable, and sustainable Downtown. As a private, 501c(6) not-for-profit organization, the DSP serves as Spokane's central city advocate focused on economic and community vitality initiatives. As the manager of the Downtown Spokane Business Improvement District (BID) since 1995, the DSP provides supplemental programs and enhanced services in the 80-block area that includes nearly 1,500 property owners and business tenants. To learn more about the DSP, visit DowntownSpokane.org.

About the Position: Downtown Spokane operates as a skilled team, advocating for the central city core by providing clean, safe, development, and promotional services. The Marketing and Events Ambassador collaborates on projects to engage audiences, requiring knowledge of downtown and exceptional customer service. Responsibilities include overseeing seasonal activations and working closely with staff, businesses, and attendees. This role encompasses all aspects of downtown activation and events, from stakeholder communication to promotion and execution. The ideal candidate is positive, social media-savvy, and adept at building relationships. We prioritize team members' growth, offering learning experiences tailored to career goals. As a Marketing and Events Ambassador, you'll gain expertise in online communication and learn effective strategies to combine in-person and online marketing. You'll also develop professionalism and network with leaders in nonprofit and marketing sectors.

Reports To: Vice President, Marketing & Programming
Starting Salary Range: \$16.30/hr (DOE)
Classification: Non-Exempt, Part Time (20-30 hours per week)
Employee Benefits*: [part time]

- Washington sick leave

**Some benefits subject to full time classification and waiting/probationary periods.*

Responsibilities & Duties: This individual should possess appreciation of downtown, along with customer service experience. Responsibilities include, but are not limited to:

- Assisting and leading event planning, including stakeholder outreach, volunteer coordination, promotion, communication with DSP Clean & Safe teams, and other necessary preparations.
- Attending and participating in meetings to support program activities.
- Oversee DSP and partner event execution, ensuring event readiness, setup, and teardown, and informing groups of rules and safety precautions.
- Assisting the Marketing Department in communications, including content development for eNewsletters, maintaining the event calendar and newsroom at downtownspokane.org, and assisting with press releases.



- Acquiring and sharing knowledge of Spokane history, local businesses, and other relevant information to assist visitors.
- Greeting everyone with a friendly attitude and smile.
- Participating in event promotion through sharing on Downtown Spokane social media platforms and occasional photography.

This position requires attention to detail, effective documentation, communication skills, and the ability to establish rapport with diverse individuals and groups. The ideal candidate is a team player with a nimble mindset.

Other duties may be requested/assigned.

About You: This position requires attention to detail in carrying out daily assignments, documentation and communication. The right candidate can easily establish rapport and connections with individuals and groups, is a team player, and has a nimble mindset.

Qualifications:

- Passion for downtown Spokane.
- Tact, good judgment, and ability to maintain professional decorum and confidentiality.
- Strong interpersonal skills and competence in representing Downtown Spokane Partnership positively and consistently to the general public.
- Ability to communicate effectively with team members to ensure event success.
- Strong communication skills and demonstrated ability to speak and write information clearly via a variety of modes (phone, in person, small or large group meetings, email, social media, etc.).
- Experience managing multiple projects with limited supervision in a fast-paced environment and an ability to work quickly and efficiently to problem solve to recommend or take appropriate action.
- Ability to direct resources in a diplomatic and skilled manner.
- Organized and detail-oriented.
- Self-motivated, exceptional work ethic with an eye for detail.

Requirements:

- Must be at least 18 years of age
- Will require morning, evening, and/or weekend work as needed for various downtown related events/meetings
- Travel within downtown is required
- Requires sitting and/or standing for long periods of time, occasionally lifting/pulling/pushing up to 50 pounds.
- Must be able to regularly talk/hear via a variety of modes, as well as see and operate a computer.

Downtown Spokane Partnership is an equal opportunity employer and is committed to inclusion and diversity. The DSP recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, gender identity or expression, sexual orientation, disability, age, veteran status, and other protected statuses as required by applicable law. All employees must have permission to work in the U.S.; employment eligibility verification is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The DSP does not



Position: Seasonal Marketing & Events Ambassador

discriminate based on genetic information in its employment-related policies and practices, including coverage under its health benefits program.