

Office Coordinator & Marketing Assistant

Downtown Fond du Lac Partnership

Overall Responsibility:

This position is responsible for the overall coordination of the Downtown Fond du Lac Partnership (DFP) office, as well as assisting with DFP marketing efforts.

Qualities:

The ideal candidate will be a personable, creative, organized, and responsible self-starter, and will show strong attention to detail, with a positive “can-do” attitude.

Proficiencies:

- Experience working with all Microsoft Office products, Canva, social media platforms, and website management (WordPress).
- Computer, printer, and phone system troubleshooting.
- Adobe InDesign experience a plus.

Detailed Duties:

Administrative

- Various administrative tasks including but not limited to organization, data entry, filing, ordering supplies, note-taking, creating/maintaining office documentation, etc.
- Attend networking events on a periodic basis
- Maintenance of DFP social media accounts
- Monitor all general correspondence to/from the DFP office, including but not limited to general email inbox management and over-the-phone and face-to-face interaction with various stakeholders

Business Assistance

- Regular contact with downtown Fond du Lac business and property owners to serve as a liaison for special event related topics, business resources, and general data management.
- Maintain up to date information on DFP website.

Marketing Assistance

- Creating posters, flyers, advertisements for downtown special events (Canva Pro)
- Developing social media content

Special Events Assistance

- Behind the scenes coordination of supplies, registrations, ticketing, etc.
- Tracking of data, surveys and various reporting.

Physical Requirements:

Must be able to lift up to 50 pounds, stand, sit, and/or walk for long periods of time, and must have valid driver’s license to operate a motor vehicle.

Accountability:

Reports directly to the Executive Director of the DFP and works in concert with the DFP Board of Directors.

To Apply:

Email resume and letter outlining why you believe you are the right candidate for this position to Amy Krupp, Executive Director at amy@downtownfdl.com. All inquiries will remain confidential.

This is a part-time position, approximately 20-25 hours weekly with a flexible schedule to include some nights and weekends in accordance with meetings and special events.

Position is available immediately.