



Job Title:	DNA Coordinator	Position Type:	Part-time
Salary:	\$15/hour	Commitment:	50 hours/month
Contact:	Melissa Owens	Position Reports to:	DNA Exec Committee
Date Posted:	9/6/2017	Applications Due:	9/25/2017
Applications Accepted By:			
EMAIL: info@downtownnewarkoh.com Subject Line: DNA Coordinator Position		MAIL: Downtown Newark Association PO Box 13 Newark, OH 43058-0013	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Coordination of Final Fridays and other organization events • Social media coverage on Facebook, Instagram, and other platforms • Marketing for events and DNA members • Print and media communication – internally and externally • Maintain relationships with members of organization • Collaborate with businesses for events and functions <p>QUALIFICATIONS AND ESSENTIAL SKILLS</p> <ul style="list-style-type: none"> • Solid computer skills including MS Office • Social media management • Personal effectiveness/credibility • Collaboration skills • Excellent communication skills • Flexibility <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Marketing, Advertising, Communications background • Graphic Design Experience • Web Site Maintenance • Budget Management and Media Buying 			