

Downtown Oklahoma City Partnership

JOB OPPORTUNITY



DESCRIPTION

JOB TITLE: Communications Coordinator

IMMEDIATE SUPERVISOR: Danielle Dodson, Director of Marketing and Communications

DEPARTMENT: Marketing

START DATE: August 15, 2022 (flexible)

COMPENSATION: \$38,000 to \$44,000; 100% covered health and dental insurance plus short-term/long-term disability, 401K match (up to 4%), 20 days paid time off, 8 paid holidays, wellness reimbursement program, parking stipend

STATUS: Full Time, Exempt

ABOUT DOWNTOWN OKC PARTNERSHIP

Downtown Oklahoma City Partnership (DOKC) is a 501(c)(6) non-profit urban place management organization responsible for marketing, maintaining, and managing the greater downtown Oklahoma City area. DOKC is contracted by the City of Oklahoma City to oversee the Downtown Business Improvement District (BID,) an assessment area supported by downtown property owners. DOKC also creates and funds public art and activation projects through its 501(c)(3) Downtown Oklahoma City Initiatives.

At DOKC, we believe in the importance of a healthy and vibrant downtown, as its success impacts our entire community. Downtown Oklahoma City Partnership's mission is to create and champion a vibrant and diverse downtown through placemaking, advocacy, and promotion. For more information about DOKC, please visit downtownokc.com.

JOB SUMMARY

The Communications Coordinator's primary role is to provide support to the marketing team by performing content creation, social media management, graphic design, copy writing and website maintenance. Ideal candidates will have a creative mindset, enthusiasm to learn and passion for downtown Oklahoma City.

RESPONSIBILITIES & EXPECTATIONS

- Acquire an understanding of the key functions of the Business Improvement District (BID) and its districts
- Maintain website content, including copy, image assets, landing pages, digital resources, videos, etc.
- Promote DOKC news and events on social media and on website
- Draft "What's Up Downtown" e-newsletter on MailChimp
- Assist with social media on various platforms, including content creation, engagement, and advertising
- Draft press releases for DOKC and BID programs
- Receive and review email messages to info@downtownokc.com and respond/forward as needed
- Represent the organization in a professional manner at all times
- Project a positive constituent-focused attitude inside and outside of the office
- Assist supervisor and others as needed

SKILLS & QUALIFICATIONS

- Bachelor's degree in public relations, marketing, communications, or related field OR equivalent work experience
- 2+ years of professional experience in digital marketing or similar role
- Excellent communications, writing and public speaking abilities
- Experience in photography and videography
- SEO experience and functional understanding of WordPress highly desirable
- Advanced knowledge of social media usage of various social media platforms (including TikTok)
- Familiar with Adobe InDesign, Photoshop or other graphic design software
- Strong organizational and time management skills
- Ability to manage tasks to completion, asking for help when needed
- Ability to research information including gathering and analyzing data from multiple sources

WORKING CONDITIONS

- Must be able to work flexible hours, including occasional nights, weekends, and holidays
- Primarily work on-site at a desk with minimal physical work
- Frequent hand/eye coordination to operate personal computer and office equipment
- Strength enough to lift, carry, push, pull or move objects weighing up to 30 pounds
- Physical dexterity enough to operate equipment such as computer keyboards, camera, mobile phone, etc.

HOW TO APPLY

To apply, email cover letter, resume, and two samples of work to [Kristen Vails](#) with the subject line: Communications Coordinator. Sample work to include writing, photography or videography projects, Instagram / TikTok accounts managed (personal or professional accounts), and any other items that showcase applicant's written or visual creativity.

DEADLINE TO APPLY AUGUST 5, 2022

We encourage you to apply regardless of meeting all qualifications and/or requirements.

Downtown OKC Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

COVID-19 CONSIDERATIONS

Downtown OKC Partnership employees are fully vaccinated (including booster when eligible). We require all applicants to submit official COVID-19 vaccine documentation.