



Position Title: Communications & Events Assistant
Reports to: Marketing Director
FLSA: Full-time, Exempt

Our Organization:

Pioneer Courthouse Square, Inc., is a non-profit organization located in the heart of Downtown Portland. Our mission, through the development of more than 200 programmed events each year, is to activate and enrich Portland’s Living Room for the thousands of community members and visitors who visit this urban public gathering space each year. More information can be found at thesquarepdx.org.

Position Description:

The Communications Assistant will have an important role in the development and execution of community communication, as well as supporting the growth of free, community programming for Pioneer Courthouse Square.

Primary Roles and Responsibilities

Community Communication

- Write and produce engaging content about Pioneer Courthouse Square and its programming for traditional and social media platforms
- Manage and regularly update content for distribution of print and electronic collateral, including monthly newsletters and e-blasts
- Manage and regularly update organization’s website to ensure that new and consistent information is posted
- Develop website content and pages, as needed for campaigns, public service information, events, article links and stories
- Work with website design vendors to implement design changes to the website and other digital communication platforms, including eblasts and e-newsletters.
- Manage social media updates including Instagram, Twitter, Facebook and other appropriate platforms
- Manage mailing lists and databases to support community outreach
- Gather editorial stories and photos that document and promote the work of Pioneer Courthouse Square
- Assist in the development of additional content, as needed

Community Event Development

- Work collaboratively on research, outreach and development of annual sponsored community event programming
- Participate in the execution of event programming, including coordination and promotional documentation
- Support Marketing Director with signature event sponsor relations; including the development of sponsorship benefit packages and in-kind partnerships
- Participate in the development and distribution of press releases in cooperation with the Marketing Director
- Participate in the development of event budgets
- Events and special projects as needed

Administrative Duties/ Technology

- Manage incoming office communication with community members, partners and clients
- Manage and maintain communication technologies including phones, computers, web and social media efforts including researching opportunities for efficiencies and growth
- Manage and enrich organization's photography and archival system
- Provide support for special projects, capital campaigns or fundraising initiatives as needed

Candidate Needs

Competitive candidates will possess a combination of education and experience that can be applied to this position, a college degree is preferred.

Candidates will require constructive communication skills including excellent writing, editing and verbal skills. Writing samples are required.

Potential candidates also need to be highly collaborative and possess the ability to work with a variety of constituent groups including staff, board members, volunteers, donors, program participants, supporters and the community-at-large.

This position requires an organized candidate who possesses the ability to problem solve, prioritize tasks and manage time effectively.

Strong interest in organization's mission.

Technical Requirements

Program/Software familiarity includes Microsoft Office (Excel, Outlook, PowerPoint, Publisher, Word, etc.), WordPress, Adobe Products, MailChimp, Campaign Monitor, Instagram, Facebook, Twitter, Google Analytics, Hootsuite, Wufoo Online Form Builder, HTML and photography skills are a plus

Salary & Benefits

Competitive non-profit salary is commensurate with experience and includes full benefits package: medical, dental and vision coverage; vacation and sick leave; holidays; flexible spending accounts; and retirement plan