



**Capitol Riverfront Business Improvement District (BID)
Employee Job Description
November 2019**

Job Title: Communications Coordinator

Reports To: Communications Director, Chief of Staff

Job Type: Full-time

Salary Range: \$42,000-\$46,000 with a generous benefits package including health, dental, and retirement match. This position may be eligible for overtime pay.

Job Location: 1100 New Jersey Avenue SE, Suite 1010, Washington, DC 20003

Work Hours: 40 hours/week with some hours for evening and weekend events, particularly during spring and summer

To Apply: Please submit a cover letter and resume in one PDF file to Bonnie Trein, Communications Director/Chief of Staff, via email at bonnie@capitolriverfront.org with the subject line "Communications Coordinator 2019" by Friday, December 13, 2019 at 5:00 pm.

To ensure your application is routed properly, you must follow the above instructions. No phone calls, please. Due to the volume of applications we receive, we are unable to respond to queries about application status and will only reach out to candidates we pursue further. References will be required at a later point in the process. Employment offer may be subject to credit and criminal background checks. The Capitol Riverfront BID is an Equal Opportunity Employer.

Job Description: The Capitol Riverfront Business Improvement District (BID) seeks a Communications Coordinator to support all marketing, branding, public relations, and advertising initiatives that further promote the Capitol Riverfront neighborhood as a vibrant live, work, and play destination. This is an entry level marketing position that reports directly to the Communications Director and collaborates with the president on a number of initiatives.

Responsibilities and Duties:

The projects and tasks managed by the communications coordinator include but are not limited to the following:

- Oversee social media management, collaboratively creating content for all Capitol Riverfront social channels.
- Draft and edit new ideas and copy for digital channels.
- Assist with twice monthly newsletter publication by collecting and drafting content.

- Manage website marketing efforts collaboratively with both marketing and economic development teams, including but not limited to relevant updates and featured content.
- Assist with marketing and community building related events hosted by the BID.
- Help manage public relations and press requests as well as other engagement with media.
- Work with communications director to manage relationships with neighborhood retailers for promotional efforts.
- Work with parks programming coordinator on event marketing efforts.
- Manage other marketing, public relations, and advertising projects as assigned.
- Respond to general inquiries related to the Capitol Riverfront neighborhood.

General Qualifications:

- Candidate should hold a Bachelors Degree relevant to marketing and communications. Work experience is a plus.
- Must have experience and proficiency in Facebook, Twitter, and Instagram, as well as social media analytics and scheduling software.
- Must have excellent verbal and written communication skills.
- Candidates for the position must possess good interpersonal, organizational, and execution skills to complete a diverse array of projects in a fast-paced, team-oriented environment.
- Candidate must be friendly, outgoing, and have a positive attitude and an eagerness to learn new tasks.
- Candidate must conduct themselves in a professional demeanor and be a good communicator with strong written and oral communication skills.
- Candidate also must be highly detail-oriented and be able to multi-task and work collaboratively with other members of the team.
- Graphic design and Adobe Illustrator experience a plus.

About the BID: The Capitol Riverfront BID is a 501©(6) nonprofit organization in Washington, DC that provides place management services to assist in creating a neighborhood that is clean, safe, accessible, unique, friendly, and vibrant. The BID actively collaborates and forms partnerships to achieve the vision for the 500-acre Capitol Riverfront neighborhood, and supports the development of the neighborhood as a new downtown along the Anacostia River in Washington, DC. In support of this mission, the BID provided the following services: clean teams and hospitality ambassadors; economic development and business attraction; transportation analysis and advocacy; marketing, branding, and public relations initiatives; community-building events like concerts, movies, and other signature programming; park maintenance and other public realm improvements; and real estate market research and analysis. More information is available at www.capitolriverfront.org.

About the Neighborhood: The Capitol Riverfront neighborhood is home to two professional sports stadiums— Nationals Park and Audi Field, the US DOT headquarters office building, 10 acres of new city parks including the award-winning Yards Park and Canal Park, over 23 million SF of new development, 35,000 employees, and 11,000 residents. At build-out the neighborhood will achieve over 37.5 million SF of new, mixed-use, high density development. Capitol Riverfront is located on Metro’s Green Line and is served by the Navy Yard/Ballpark Metro station.