



MARKETING & EVENTS COORDINATOR

The Houston Downtown Management District (Downtown District) has facilitated many of the public and private projects that have transformed downtown over the last decade and a half. To accelerate the renewal of the city's urban core, the Downtown District set several important goals with quality of life as the underlying theme: building a lasting constituency for downtown; recruiting investors, retailers and tenants while retaining those already downtown; making downtown clean, safe and attractive; and promoting downtown as the place to live, work and play.

Central Houston, Inc. is the primary provider of personnel to the Downtown District and is an equal opportunity employer, encouraging applicants from a diversity of backgrounds. More information on both entities and downtown can be found at the following websites: centralhouston.org, downtowndistrict.org and downtownhouston.org

JOB DESCRIPTION

The Marketing Department at the Houston Downtown Management District promotes a vibrant and diverse downtown image through advertising, public relations, partnerships, events, community relations and other promotional materials and activities. Reporting to the Director of Marketing, the Marketing & Events Coordinator will assist the team in managing marketing projects and providing programming and events management support.

RESPONSIBILITIES

- Responsible for the daily oversight of the DowntownHouston.org website and MarketSquarePark.com website. Includes basic copywriting, updating calendar listings and news sections.
- Manage production of the weekly eBlast, The List, including all research, copywriting, formatting and distribution.
- Assist the Marketing Manager with social media platforms as needed.
- Assist the Programming Manager with events, including onsite management and support.
- Assist Marketing Director in the production of the quarterly *Downtown Magazine*, specifically Datebook compilation and Plate and Sip updates.
- Support Marketing team on various other projects relating to Programming, Marketing and Retail Development.
- Ability and willingness to work weekends and evenings.

QUALIFICATIONS

- Bachelor's degree in Communications, Marketing or related field from a four-year university or college.
- One to two years related experience; event marketing/production experience a plus (internships will be considered as work experience).
- Experience with social media and communication tools.
- Excellent written, verbal and interpersonal skills.
- Proactive; able to work independently as well as with a team.
- Must have a collaborative attitude and enjoy cultivating relationships.
- Excellent time management skills; ability to handle multiple tasks at once and meet deadlines.

- Computer proficiency with Microsoft Office suite and Adobe Photoshop and Illustrator and/or InDesign.
- Strong familiarity with the greater Houston area and downtown a plus.
- Candidates may be asked to provide writing samples and other examples of their portfolio of work.

CONTACT

Salary range is contingent upon knowledge and experience. Full benefits, including group health insurance, transportation allowance, and an employer-matching 401k plan are offered. For initial application, begin with sending a resume and cover letter to **jstraywick@centralhouston.org**.

Central Houston, Inc. is an equal opportunity employer providing staff support to Central Houston, Central Houston Civic Improvement, Houston Downtown Management District, the Downtown Redevelopment Authority and the Theater District Houston.