

Part-Time Staff Job Description

GENERAL

- 10-12 hours per week
- \$18 an hour, contact regarding additional benefits
- Assisting with “Signature” events (i.e. Fremont Fest)
- Insure membership & event revenue will be sufficient to continue to fund staff position
- “Event Coordination” for “minor” events (i.e. Dash to Doughnuts, Hip Hop To The Shop)
- Ad Hoc district projects (either coordinate or perform)
- Coordinating/Assisting board
- Weekly admin meetings (Beaumont Business Association/Venture Portland)

40% OF TIME: CONSISTENT PRESENCE “ON THE STREET”

- Membership recruitment/renewals
- Coordinating/Recruiting event participation/sponsors
- Educate and encourage members of benefits and opportunities
- Relationship building and strengthening of connection to district

50% OF TIME: COMMUNICATION AND PLANNING

- District Calendar
- Coordinating District Communication Plan
 - Newsletter, emails, etc.
- Coordinating Publicity/Marketing/Website
 - Website update and social media
 - Earned and unearned media
- Membership “Drive” Activities
 - Preparation/Review of Membership Program
 - Membership Tracking
 - Website update and social media
- Grant Writing
- Annual Filing, etc.

10% OF TIME: BOARD ASSISTANCE

- Attend Board Meetings
- Attend Venture Portland Staff Meetings
- Minor Board meeting preparation: Staff report, agenda

Send resume’s, questions, etc. to:

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