



## Program & Communications Assistant

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The Lincoln Square Business Improvement District (BID), a small not-for-profit tax-exempt organization on the Upper West Side, is seeking a Program & Communications Assistant to join our professional team as we maintain our focus on making this unique Upper West Side neighborhood clean, safe, beautiful, and fun.

This is a challenging and rewarding position for a person with an interest in arts and culture, neighborhood development and economic revitalization. The position offers a great opportunity for personal and professional growth and provides exposure to a variety of stakeholders. **This is a full-time, in-office position with a strong emphasis on communications, marketing and business support as well as some administrative responsibilities.**

Program & Communications Assistant duties and responsibilities include, but are not limited to, the following:

- Responsible for marketing and business support efforts, including writing and editing stories for the BID's website, weekly eblast, and social media efforts.
- Research and prepare marketing/business support brochures and digital guides.
- Liaise with local cultural organizations, businesses and other stakeholders to obtain up-to-date information on what is going on.
- Provide general staff and office support for Board meetings, Annual Meeting, Committee meetings; prepare and maintain minutes of Board/Committee meetings.
- Assist with BID programs including production of seasonal events and holiday lighting.
- Maintain lists, databases and accurate files on vendors, sub-contractors, etc.
- Responsible for financial record keeping working with Executive Vice President & Bookkeeper.
- Attend community meetings representing Lincoln Square BID and President.

Job Requirements:

- Bachelor's Degree or equivalent required
- Outstanding written and oral communications skills.
- Outstanding computer skills, including proficiency in Microsoft Office, Excel, Adobe programs, and email marketing platforms. Comfortable with learning new computer software programs, including Salesforce.
- Extremely detail-oriented, strong organizational skills, hands-on, able to work independently and multi-task.
- Self-starter and team player with strong interpersonal skills, excellent public speaking ability, personable, energetic, outgoing, and creative.
- Minimum of two years paid experience in business improvement district, government, non-profit organization or cultural organization preferred.
- Familiarity with Upper West Side programs, organizations and key leaders a plus.
- *Proof of full COVID vaccination*

*Salary Range: \$52,500 - \$62,500 commensurate with experience*

*This is a full-time position and may include some evening hours. Salary, plus benefits, is commensurate with education level and prior work experience. The Lincoln Square Business Improvement District is an equal opportunity employer. Successful candidate will be required to comply with federal, state and local hiring requirements.*

*Interested candidates please send resume of no more than two pages, cover letter, three relevant references, and salary requirements to: Monica Blum, President, Lincoln Square Business Improvement District, 1881 Broadway, Suite 2R, New York, NY 10023. Email: [info@lincolnsquarebid.org](mailto:info@lincolnsquarebid.org)*