

Job Description: Project Manager - Highland Square Neighborhood Association

Position Summary:

The Highland Square Neighborhood Association (HSNA) seeks an organized, motivated and creative individual for the position of Project Manager. This position will serve on a contract basis from May 8 - September 30, 2017 and will work primarily on branding, marketing, and event logistics.

Duties:

- Develop and manage social media strategy (Facebook, Instagram, Twitter) for Highland Square Neighborhood Association and Highland Square PorchRokr Festival.
- Create content and updates for highlandsquareakron.org and porchrokr.org.
- Develop and create neighborhood newsletter and/or e-newsletter.
- Assist PorchRokr committees with marketing and promotional needs.
- Create and distribute press releases for HSNA events, including PorchRokr.
- Ensure donor recognition through print materials, social media, and news releases.
- During the month of August, assist with all PorchRokr needs, including volunteer activities on day-of festival (August 19, 2017).

Qualifications:

- Strong work ethic and time management
- Excellent written, visual and oral communication skills
- Basic knowledge of Microsoft Office Suite and Social Media Platforms
- Understanding of Highland Square and greater Akron area
- Ability to work as part of a collaborative team
- Knowledge of social media trends, preferred
- Basic photography skills, preferred

Compensation:

Candidates for this position can expect to work approximately 10 hours per week (excluding August, where more work will be expected) and will receive a stipend of \$1,000 per month (\$2,000 in the month of August). This is an independent contractor position - individual will be responsible for own taxes.

How to Apply:

Applications for this position will be accepted until April 17. Those interested should email their resume, cover letter, and portfolio (if applicable) to highlandsq@gmail.com. Interviews will take place from April 19-21 with an anticipated start date of May 8.