



Job Description

Position Title: Office Assistant (Internship)

Position Reports To: Ducktown CDC President

Status: Hourly Non-Exempt

Hours: Approximately 20 hours per week

Pay: \$17 per hour

To enhance the quality of life in the Ducktown neighborhood for residents and businesses, plan for the future well-being of its diverse communities; to balance the physical, economic, and social needs of neighborhood residents/businesses through land use planning, environmental management, neighborhood improvement, housing, culture, and community development; and to promote and protect economic vitality and human health of Ducktown.

Responsibilities

Social Media:

- Assisting with the creation, publishing and scheduling of online content on Ducktown's various social media platforms
- Monitoring of all user engagement, posts and responses to Ducktown's social media posts and promotions.
- Work closely with Ducktown Admin to provide a consistent social media presence

Promotions and Outreach:

- Assisting with promotional materials such as flyers, posters, and other marketing collateral to promote the organizations events and activities
- Serve as a Ducktown Neighborhood Block Captain, walking the neighborhood handing out information and marketing materials to promote events, community meetings, and resources.

Assistance Event Plan:

- Assist with setting up and breaking down events and presentations
- Work with Admins and clients to assist with event planning
- Take pictures/videos during events

Admin/Office Support

- Answering phones, printing, filing, and data collecting/organizing

The Ducktown Neighborhood Community Development Corporation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other legally protected status. EOE M/F/Disability/Vet

It is preferred, but not required that candidates who apply for this opportunity are bilingual (Spanish, Bangali, and/or Vietnamese and are an Atlantic City Resident.)