



# Marketing & Administration Coordinator

## JOB DESCRIPTION

### **BUSINESS DESCRIPTION**

A Better City advances Boston's and the region's economic health, access, sustainability, and quality of life through applied research, planning, targeted services, and advocacy. In pursuit of its mission, A Better City brings together work in the three core program areas of transportation and infrastructure, land use and development, and energy and the environment.

### **POSITION DESCRIPTION**

This is a full-time position supporting the staff of A Better City in the areas of marketing, communication, membership and administration. This position will report to the Director of Membership & Marketing and the Administrative Director.

### **KEY TASKS & RESPONSIBILITIES**

- Office administrative assistance including but not limited to; scheduling/coordinating calls and meetings, meeting preparation, meeting call reminders, maintaining President & CEO's calendar/contacts and assisting in travel planning logistics
- Responsible for timely coordination of membership dues letters and notices – production, mailing and follow-up
- Oversee social media efforts including; creating content, researching and posting on Facebook, Twitter, LinkedIn and A Better City's blog
- Monitor, archive, organize, and post relevant press coverage of A Better City, our mission focus areas, and our members
- Conduct content research and assist with updating the A Better City website
- Assists with design and preparation of marketing materials
- Manage internal contact database including general maintenance and updates
- Oversee tracking and entering data for member participation metrics
- Research background information and summarize findings of new companies identified for membership development and prepare prospect briefing packets prior to prospect meetings
- Assists in the logistical planning and preparation of panel events, conferences and the annual Norman B. Leventhal Awards
- Assists with meeting preparation and logistics: materials preparation, calls, day of set-up and cleaning, A/V, catering and ensuring meeting rooms are ready for future use
- Assists with production of correspondence – letters, memos, invoices, emails, etc.
- Assists with maintaining supplies inventory
- Assists with banking functions
- Assists with filing
- Supports other organizational activities and staff as directed

### **DESIRED SKILLS**

- Well-organized, excellent attention to detail, efficient and able to coordinate several projects concurrently

- Knowledge of Twitter, Facebook, LinkedIn and WordPress
- Ability to analyze, summarize, and communicate information
- Cooperative and flexible; readily adapt to changing needs, circumstances and business goals
- Team-oriented with problem-solving and communication skills
- Proficient with Word Suite and experience with Adobe Suite preferable
- Ability to handle sensitive information in a confidential manner

### **EXPERIENCE/EDUCATION**

- Bachelor's Degree in marketing/communications or business preferred

### **HOURS/COMPENSATION**

- 40 hours/week
- Salary commensurate with experience. Benefits include health and dental insurance, transit subsidy, Hubway membership, short and long term disability plans, group life insurance, 401(k) plan, and generous holiday and vacation schedule

### **HOW TO APPLY**

A Better City is an equal opportunity employer with a convenient downtown Boston location. Cover letters and resumes will be accepted via email only to [careers@abettercity.org](mailto:careers@abettercity.org) until the position is filled.