

## **Project Coordinator**

The Stamford Downtown Special Services District is a highly visible, community-oriented, non-profit Business Improvement District responsible for creating, managing and promoting a quality environment for people, which enhances the economic vitality of Stamford Downtown. We are seeking a high-energy individual with the ability to support diverse projects, gather and organize information and assist with event production. The Project Coordinator will report to the Vice President of Operations and the Vice President of Retail Development. **Please e-mail resume & cover letter to Daniel@stamford-downtown.com.**

Primary job responsibilities:

- Creates and manages digital marketing campaigns for retail & signature events.
- Maintains statistics for a *Demographic Profile* report.
- Maintains a retail vacancy database.
- Communicates with Downtown restaurants and retailers to organize events and track results.
- Collaborates in the compilation of a *Stamford Tables* Concierge Book.
- Assists with event production & related corporate outreach.
- Identifies potential streetscape/circulation improvement projects.
- Prioritizes public space projects by urgency, cost, value, feasibility, etc.
- Participates in Website maintenance.
- Participates in database management.
- Assists staff with routine hardware and software questions.
- Creates, implements and analyzes surveys of downtown residents, events and businesses
- Writes, edits and compiles bi-annual newsletter articles; Coordinates layout with printer.
- Attend regional and national retail trade shows as required.
- Available to assist President of DSSD as required.

Qualifications:

- Bachelor's Degree required
- Excellent oral and written communication skills
- High energy
- Ability to initiate work as well as support the efforts of a team
- Ability to work flexible hours
- Ability to work with a high level of accuracy
- A help desk level of proficiency in standard computer applications such as Microsoft Office Suite in addition to a demonstrable ability to become proficient with new applications including Word Press website management, bulk e-mail management and desktop publishing.
- Proficiency in Adobe Suite, SEO & SEM a plus.

Normal business hours are Monday through Friday, 8:30 AM to 4:30 PM.

All Stamford Downtown staff work events including but not limited to:

- Alive at Five – Thursday nights (dates TBD) late June through early August.
- Holiday Parade Spectacular – One full day on the Sunday preceding Thanksgiving.
- Annual Dinner – Mid-June weekday evening
- Sculpture Exhibit Opening – Mid-June weekday evening
- Grand Summer Night – Mid-August weekday evening

**Salary:** mid to high 40s with benefits.