

Help Wanted: Tourism & Marketing Assistant Project Manager

CITY OF NEW BEDFORD

ASSISTANT PROJECT MANAGER \$32,350 – \$40,680/yr

TOURISM & MARKETING

Publicizes events and participates in event planning meetings as necessary. Attends events as necessary to provide any needed on-site coordination. Serves as liaison to various groups, boards and committees within the City. Manages, facilitates and reports on State-designated Cultural Districts within the City. Assists with tourism and marketing projects in order to promote New Bedford and the various components of its arts and culture community. Prepares new programs and marketing materials promoting City attributes, develops innovative methods of utilizing resources for increased development. Coordinates activities and information from private and public concerns that relate to tourism in New Bedford. Provides administrative assistance to the Director in meeting management; assembles background materials, prepares agendas and records action items for various meetings. Assists with processing purchase orders, invoices and payroll. Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles and other informational materials about programs and services. Researches grant programs and prepares grant applications.

The above covers the most significant responsibilities of this position. It does not, however exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

Bachelor's Degree in Marketing, Business Management/

Administration, Hospitality Management or a closely related field, and two years of related experience; or any equivalent combination of education and experience.

Proofreading, website maintenance, social media skills and some graphic design knowledge preferred. Knowledge of MS Office, Photoshop, MailChimp, Illustrator, preferred.

Must possess a valid Massachusetts driver's license with good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.