Seeking: Communications Professional  
Job Type: Interim basis (month-to-month) for three (3) months, potentially longer  
Location: Washington, D.C.  
Supervisors: Dupont Circle BID Executive Director  
Pay rate: N/A  
Hours: Twenty hours / week

Position:

The Dupont Circle Business Improvement District (BID) seeks a part-time communications professional to continue the BID’s communication and efforts on an interim basis, with a guarantee of three months.

The ideal candidate should be able to manage several projects simultaneously and maintain daily tasks and deadlines.

About the Dupont Circle BID:

The Dupont Circle Business Improvement District (BID) is a 501(c)(6) nonprofit formed in 2018 to elevate the iconic Dupont Circle neighborhood with public space management, strategic marketing, and economic development initiatives. This organization is dedicated to creating a vibrant and dynamic place intended to help stimulate visitation and grow businesses. The Dupont Circle BID will focus most immediately on ensuring that the area is clean, safe, and friendly, with attractive, well-maintained, and engaging public spaces, parks, and streetscapes. The Dupont Circle BID is a member of the DC BID Council and the newest of Washington, DC’s 11 business improvement districts. BIDs are place management organizations that bridge the gap between the public and private sectors to serve as a catalyst for growth and create a welcoming and inclusive community. To learn more about the organization, visit [www.dupontcirclebid.org](http://www.dupontcirclebid.org).

Specific responsibilities:

Administrative 30%

- Property Owner/ Tenant Database management
- Support upcoming ArtWalk Series with events contractor
- Update Events Calendar (BID events for 2022 season)
- Update Business Listings
- BID Marketers monthly call – 1 hour/ Friday mornings
Social Media Outreach 30%

- Daily oversight, content creation and management of social outlets, including Instagram, Twitter, and Facebook including photo and video
- Post Neighborhood happenings, business promotions & updates, relevant news, events, opportunities, etc.

MailChimp Communications 30%

- Up to 3 blasts a month (Business updates, government updates, funding opportunities, etc.)
- Research, compile and write two (2) monthly e-newsletters Inside Dupont and Business 411 to the BID’s growing subscriber list (via Mailchimp); regularly maintain subscriber database

Direct Business Outreach 10%

- Welcome bag to new businesses
- Business outreach record: Collaborating with outreach from safety ambassador (phone call follow up)
- Coordinate with property managers, retailers, and primary tenants on Dupont Circle BID welcome initiatives for new tenants, retailers, and residents, as requested.

Experience/Qualifications:

- Excellent written and verbal communication skills
- Ability to handle multiple tasks in a fast-paced environment
- Ability to effectively manage and prioritize tasks
- Ability to be outgoing, friendly, punctual, and responsible
- Detail-oriented personality
- Strong project management skills
- Team player and ‘roll up your sleeves’ attitude
- Experience designing marketing collateral, such as fliers, handouts and presentations
- Proficiency with Microsoft Office (Excel, PowerPoint, Word), web applications (Wordpress and MailChimp), social media outlets (Facebook, Twitter, YouTube, Instagram, etc.), and
- Proficiency with Adobe Creative Suite products, including Photoshop, Illustrator, and InDesign
- Experience with photography and DSLR camera a plus.
- Much appreciated: a passion for or experience in stakeholder engagement, community and economic development, retail strategy and assessment, placemaking and/or urban design

To Apply
Send A SINGLE PDF including your resume, and a cover letter stating why you are interested in the position to info@dupontcirclebid.org. No phone calls, please.