

**The Riverside Downtown Partnership has an employment opportunity  
for a Communications and Events Liaison.**

The responsibilities of the Communications and Events Liaison position will be to prepare and maintain communications for RDP in both print and electronic media, including soliciting ads, and to support and promote RDP events, including soliciting sponsorships. The Communications and Events Liaison will assist with ongoing outreach and liaison with downtown businesses, and with other duties as required by the ED and Office Manager/Bookkeeper.

**Position Duties:**

1. Communications:

- Prepare monthly BID Bulletin for print including;
  - Gathering of articles and information
  - Taking pictures
  - Soliciting advertising
- Prepare monthly calendars for print and distribution
- Update and prepare Pocket and Dining Guide and other collateral materials for print and distribution
- Update and maintain RDP website, Facebook pages, and Internet presence

2. Events:

- Provide support to RDP events including;
  - Coordinating logistics and applicable tasks
  - Soliciting sponsorships and program ads
- Promote RDP events through listing on calendars, press release, and other promotional means including social media
- Staff RDP events as specified through event task list
- Provide support with third party supported events as deemed appropriate by ED

3. Other duties

- Provide support and assistance as to ED and Office Manager/Bookkeeper
- Assist with office duties as required

**Technical Skills –**

- Proficient with Microsoft Office Suite programs
- Proficient with Wordpress
- Proficient with Facebook and other social media sites

**Personal Skills –**

- Should be reliable and prompt
- Should be a self-starter and able to work with minimal supervision
- Should be a team player and able to work well with others at various levels
- Should be able to prioritize duties
- Should be outgoing and have good interpersonal skills
- Should have creative abilities and be prepared to take initiative
- Should have basic writing skills with proficient spelling and grammar

**Work Hours/Salary/Availability**

- Full time from 8:30 am to 5:00 pm with lunch break.
- Some evenings and weekends for events as required – time worked for events must be taken as alternative time off within applicable work period
- Salary range flexible depending on qualifications
- Benefits provided after probationary period
- Start date: Immediate

To apply for the position, please forward your resume to:

Shirley Schmeltz, Office Manager/Bookkeeper  
Riverside Downtown Partnership  
3666 University Avenue, Suite 100  
Riverside, CA 92501

Phone: 951-781-7335

Fax: 951-781-6951

Email: [shirley@riversidedowntown.org](mailto:shirley@riversidedowntown.org)