

Community Development Office Assistant

DUTIES:

Assisting the Community Development Director in planning, advertising and executing Ebensburg Main Street Partnership events (i.e., Homecoming, Concerts in the Park, Wheels & Wings, PotatoFest, Memorial Day, etc.)

Create and update marketing materials; posters, press releases, brochures, social media posts for events, letters, and assist with email distribution, newsletter articles, etc.

Process vendor applications and help formulate business promotions and activities. Assemble paperwork for mailings and membership database for Main Street businesses.

Continually update community board in Borough office for advertising events.

Assist with beautification projects as needed – outdoor painting, park restoration, etc.

Attend meetings (as needed) and help prepare meeting materials.

Distribute posters, brochures, information throughout Ebensburg/events.

Other duties as assigned - could also involve work with other Borough staff/officials and the recreation department on various tasks including items such as: front deskwork help, etc.

ADDITIONAL REMARKS

Requirements: Proficient in Microsoft Word, Excel and Publisher. Some lifting will be required for events (i.e., boxes, etc.)

Regular office hours are Monday-Friday from 8:30 a.m. – 4:30 p.m. The selected candidate would be expected to work their required hours during these times. Flex hours can be anywhere from 24 – 40 hours per week. Some evening or weekend work will be required. The selected applicant will need to have a vehicle for use during internship to deliver posters/brochures and pick up supplies if needed, etc. Work related mileage will be reimbursed – does not include to/from home/office.