



**DOWN
TOWN
CVILLE**
DISCOVER UNCOMMON

**DBAC JOB OPENING:
PART-TIME SOCIAL MEDIA & MARKETING COORDINATOR**

The Downtown Business Association of Charlottesville (DBAC) is seeking an individual who can provide part-time marketing support for the DBAC with an emphasis on electronic communications and social media.

The successful candidate must be creative and have experience in social media marketing. The candidate must be self-motivated and have excellent computer, writing, editing and verbal skills and have demonstrated the ability to work independently.

PRIMARY RESPONSIBILITIES

Part-time (15 hours per week). Flexible Schedule.

Create and post social media images documenting the business vitality and energetic life of the downtown mall on various social media channels including Facebook, Instagram and our website (www.downtowncharlottesville.com).

Attend City of Charlottesville City Council meetings and represent the DBAC at the public meetings. Sometimes this will require speaking on behalf of the Association.

Aid in new DBAC member retention and recruitment.

Update the website with new members in a timely manner and update images of existing members as needed.

Interested candidates should submit their resume to info@downtowncharlottesville.com.