

Communications Coordinator

The Bellevue Downtown Association (BDA) seeks a full-time Communications Coordinator who will play a critical role in content creation, program implementation, online communications and event support. This position will support the organization's body of billable contract work.

Role and Responsibilities

- Coordinate and support content across BDA communications platforms and programs. Core duties to include:
 - Researching, developing and editing content and guides.
 - Digital marketing and program communications, including SEO optimization.
 - Communications calendar implementation including writing blog and social media posts.
 - Promotions and logistics to support programs, events and campaigns.
 - Website updates and maintenance through content management systems.
 - Customer and member service support for BDA programs.
 - Database management, tracking and support.
 - Media relations and promotional event coordination.
 - Creating and editing graphics and content using Adobe Creative Suite and other design tools.
- Serve as a communications project coordinator for the BDA team, providing essential digital content and messaging support for transportation demand management programs, social media, online guides and program websites.
- Support transportation demand management programs by preparing news stories and graphics.
- Manage all transportation demand management program customer service with professional email and phone communications.
- Support BDA and transportation demand management events when assigned through set-up and take-down, onsite activation and public engagement, and vendor relations.
- Support physical distribution of BDA communications and event marketing materials to participating sites in the downtown area.
- Work with the BDA team to identify content opportunities and implement campaigns around key programs, including monitoring program and event cycles and updating relevant contact lists.
- Support other BDA programs and projects as needed.

Required Qualifications

- Strong technical and user proficiency and experience using content management systems such as WordPress, Drupal, Square Space, and Wix. Preference for candidates with proven experience using a CMS for managing online guides and maps.
- Proven experience coordinating social media content on behalf of an organization.
- Proven experience developing online content for an organization.
- Microsoft Office proficiency.
- Adobe Creative Suite proficiency.
- Technical proficiency with HTML.
- Motivation and ability to support production and staffing of major community events.



Desired Qualifications

- Bachelor's degree in the fields of communications, marketing, organizational development, urban planning or business administration, plus relevant work or internship experience in a related communications or marketing environment.
- Excellent oral and written communication skills including community outreach and onsite engagement.
- Proven ability in effective program and project coordination.
- Proficiency with HTML email platforms and experience implementing email campaigns.
- Track record of problem solving and team collaboration.
- A self-starter who takes appropriate initiative to improve processes.
- An excellent team player.
- Strong interest in the Bellevue community and Downtown Bellevue.
- Experience working as a team member for a downtown association, economic development, or chamber of commerce organization a plus.

The BDA offers a competitive compensation and benefits package. Salary for the position will depend on the candidate's experience and is based on salary benchmarks for similar nonprofit advocacy roles.

To Apply: Please forward your cover letter and resume to: info@bellevuedowntown.com. Only those whose applications are being considered will be contacted. The BDA is an equal employment opportunity employer.

About the BDA Team

We are smart, talented and dynamic individuals who get things done. We specialize in civic leadership, advocacy, public events, promotion, placemaking, and transportation demand management. As a team, we are committed to great customer service and a shared purpose to help each other and Downtown Bellevue thrive.

- We take initiative and innovate to go above and beyond.
- We embrace the "work-life sway," a culture of caring and professional growth.
- We empower our members, the place and Downtown experience through positive relationships in the community.

About the Bellevue Downtown Association

Established in 1974, the Bellevue Downtown Association is the convening nonprofit organization for downtown leadership, advocacy and marketing. Members represent the downtown community and fuel its growth with their energy, ideas and commitment. Our mission is to lead the continuing evolution of Downtown Bellevue as the economic and cultural heart of the Eastside. Home to 55,000 jobs and 14,000 residents, Downtown Bellevue is a vital economic engine for the region and a magnet for innovation, growing businesses and a talented workforce. The city center attracts millions of visitors each year as one of the West Coast's premier shopping and entertainment destinations.