



**Edmonds
Downtown**
ALLIANCE

ADMINISTRATOR JOB DESCRIPTION

Ed!, the Edmonds Downtown Alliance, is a focused, funded organization that supports and improves business conditions in Edmonds. Our goal is to ensure our downtown stays lively, attractive and prosperous.

Ed!'s Administrator Position is a varied and dynamic role responsible for managing and updating our member list, edmondsdowntown.org website, and providing general project administration and organization during implementation of our annual workplans. The opportunity is an hourly contract position at less than part-time regular hours, with no benefits available. All applicants must be willing to agree to terms provided in the City of Edmonds professional services agreement (provided upon request).

Functions and Responsibilities

The following duties are not intended to serve as a comprehensive list of all duties to be performed, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be requested to perform additional duties.

- Assist the Advisory Board with tracking and implementation of the organization's annual work plan. Provide support and administrative assistance to board and committees; prepare reports, agendas, correspondence and other materials as appropriate and according to decisions and approved actions
- Distribute twice-monthly agenda to board and relevant partners, attend board meetings and provide meeting support
- Provide technical support and website maintenance for Edmonds Downtown Alliance (Ed!) - www.edmondsdowntown.org
- Receive and respond to member requests for new business postings and webpage revisions
- Post content to website: maintain website standardization, follow publishing process guidelines and requirements
- Regularly update events section of homepage with board meeting information and other announcements
- Ensure website content is accurate and up to date
- Provide image resizing/normalizing using Photoshop or other photo-editing program
- Design campaigns and announcements in Mailchimp: maintain and update contact lists and groups
- Take interior and exterior business photos for business webpages
- Update Ed! umbrella map in Mapbox
- Monitor and respond to email hello@edmondsdowntown.org and PO Box regularly
- Maintain master member and non-member contact lists
- Perform general administrative support as requested
- Generate reports and announcements
- Communications with Friends of Ed! partners and City contacts
- Maintains accurate financial records and files pertaining to Ed! expenditures, revenues, and budget balances; reviews collections and billing documents as requested; prepares and coordinates purchase of administrative supplies and other expenditures.

Requirements

- Excellent interpersonal skills with our members, volunteer advisory board and partner organizations
- Collaborative approach to project and program management
- Ability to juggle multiple projects and coordinate with a variety of project leads
- Strong problem solving skills and attention to detail
- Proficient writer/editor for member updates and press releases
- Must be computer savvy and proficient in Microsoft Office, Photoshop, WordPress and Mail Chimp

To apply, please send cover letter and resume to hello@edmondsdowntown.org or PO Box 284, Edmonds, WA 98020. To learn more about Ed!, please visit www.edmondsdowntown.org/about-ed.