



Executive Administrative and Event Assistant Helena Business Improvement District

Effective 9.19.22

Job Title:	Executive Administrative and Event Assistant
Reports to:	Executive Director
Salary:	\$18-\$20 hr.; non-exempt
Benefits:	Downtown parking pass, phone stipend
Hours:	TBD; Part-time, temporary, flexible, potential to become permanent

Position Summary: Under the direction of the Executive Director, the Executive Administrative and Event Assistant supports business operations by providing administrative and client support for a variety of programs and services provided to the downtown community. The position requires an individual who is organized, focused, a self-starter, capable of multi-tasking, and who will demonstrate responsibility, accuracy, and attention to details and deadlines.

Primary Responsibilities & Duties: this position fulfills the duties assigned by the Executive Director and is the main contact for frontline customer service. Under this position, the successful candidate will be responsible for social media and maintenance of the website, operate event equipment rentals, assist with event setup and teardown, and be an ambassador for our downtown community. The roles and duties of this position include but are not limited to:

1. Frontline Customer Service and Marketing
 - ✓ Answer phones, direct calls, greet walk-ins
 - ✓ Prepare and handle incoming and outgoing correspondence
 - ✓ Maintain, post, and track marketing actions through social media outlets
 - i. Instagram
 - ii. Facebook
 - ✓ Assist with graphic design and in-house marketing materials
 - ✓ Assist with management of Downtown Helena website
2. Downtown Helena Events
 - ✓ Handle constituency inquiries, process registrations and payments, and coordinate marketing and advertising efforts
 - ✓ Manage the event equipment rental program
 - ✓ Assist with setup and teardown and execution of events when requested
3. Facilities Management
 - ✓ Implement, maintain, and order office inventory
 - ✓ Work with office vendors (internet, IT, printer) on any issues or updates

Qualifications

- Proficient with Microsoft Word and Microsoft Excel and ability to become familiar with new programs and software, including Adobe InDesign
- Clean driving record and ability to pull event trailers
- Excellent and professional verbal and written communications skills
- Strong organizational and time management skills, attention to detail and deadlines, capable of multi-tasking, and problem-solving
- Must be motivated to learn and a self-starter

To apply, please submit a CV, cover letter, and respond to the required qualifications listed in this job description. For questions, contact Micky Zurcher at 406-447-1535 or mzurcher@helenabid.com. Send your application via email or to Micky Zurcher, 330 Jackson St., Helena, MT 59601.