



## **Program Manager - Outreach**

**Job Title:** Program Manager  
**Reports to:** Executive Director  
**Salary:** \$25-30/hr. non-exempt.  
**Hours:** Part time, 20 hr/week.

**Position Summary:** The Program Manager supports downtown businesses and building owners and assists in all BID programs. The Program Manager manages BID's promotion and outreach efforts and assists with program and organizational administration.

### **Responsibilities**

- Engage downtown business and building owners to determine their needs.
- Manage BID's promotion of downtown Helena.
- Manage outreach and communication through all channels: social media, newsletters, email, billboards, radio, print, etc.
- Manage the website.
- Manage event grants and publicity.
- Recruit and manage volunteers for committees and projects.
- Assist with any fundraising efforts.
- Assist with administration of the organization.

### **Qualifications**

- Commitment to improving downtown Helena.
- Community and customer service experience.
- Social media experience and proven skills.
- Website maintenance experience.
- Writing experience or demonstration of writing work product.
- Meeting facilitation and public speaking experience.
- Entrepreneurial and/or nonprofit experience preferred.
- Bachelor's degree strongly preferred.

### **Working Conditions**

- Work in an office environment.
- Work outdoors in all weather conditions when required.
- Work outside normal business hours as required.
- Physical demands include standing, sitting, speaking, hearing, seeing, lifting, carrying, pushing, and pulling.

### **How to Apply**

Send a letter of interest and resume to [director@helenabid.com](mailto:director@helenabid.com).