

## Northalsted Business Alliance

### Position Title: Marketing Coordinator (FWS)

**Wage:** \$15/Hour

**Hours Per Week:** 15-25 hours per week

**Apply:** See [northalsted.com/jobs](http://northalsted.com/jobs) to apply

**Contact:** [info@northalsted.com](mailto:info@northalsted.com), no calls please

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### About Northalsted

Northalsted Business Alliance is the **chamber of commerce** for Boystown, Chicago. Since 1980, our work has focused on uplifting local business, supporting the community, and honoring the **LGBTQ+ identity** of the neighborhood.

The annual **Chicago Pride Fest**, **Northalsted Market Days**, and **Haunted Halsted** Halloween Parade are all organized by Northalsted.

### The Job: Marketing Coordinator (FWS)

Ideal candidate is a well organized, creative person with excellent teamwork skills, who understands our brand and is able to generate ideas and content to connect with our audiences. Excellent marketing abilities, strong overall writing and communications skills are a must.

#### Duties and Responsibilities

- Communications & Brand Support: Copywriting, Editorial, Social Media Management
  - Writing/editing blog posts, ad copy, newsletters & proofreading
  - Managing social media campaigns and posts, engaging in comments
  - Story ideation, research, interviewing
  - Customer service, replying to inquiries by social media, telephone, email
- Analytics, Research, Reporting
  - Prepare analytics reports
  - Research social media marketing strategies and methods
- Other assistive tasks supporting the Marketing Manager and marketing goals
  - Fulfilling requests for advertisers, sponsors & vendors
  - Coordinating logistics, administration and communication with other departments
  - And as needed

This position is perfect for someone that is dynamic and creatively driven. Working as a Marketing Coordinator at NBA will provide you with career building experience and solid references while working in a vibrant, inclusive, and creative environment.

#### Qualifications

- Federal Work Study eligible
- Study in Marketing, Social Media, Visual Arts, Multimedia Production, Journalism, Communications or related field
- Excellent interpersonal communication skills and experience
- Background experience in multimedia production, project management, graphic design, photography, visual communication and digital content creation a plus