

PDC Network Relations and Content Designer

The Pennsylvania Downtown Center (PDC), a statewide, non-profit organization that promotes and supports the economic vitality of Pennsylvania's downtowns, business districts and nearby residential areas seeks a driven and dynamic individual to serve as Network Relations and Content Designer.

This position requires someone who demonstrates:

- **Enthusiasm** around increasing opportunities for downtowns and neighborhoods throughout the Commonwealth of Pennsylvania, and the businesses and residents they serve.
- **Initiative and efficiency** by staying on task throughout the annual schedule of deliverables.
- **Inclusive** people-friendly/customer friendly communication skills.
- Strong project and program **management skills**.
- **Adaptability, flexibility and a willingness** to take on new program challenges.
- **Strong teamwork and collaborative** skills.

The regular, full-time position provides program support and limited administrative assistance to the Executive Director via responsibility for primary services in the areas of marketing and communications, membership, content design, and secondary services in the areas of conference coordination, fundraising/development, and supplementary administrative services.

The selected individual will serve in the full-time exempt position of Network Relations and Content Designer. The ideal candidate will be an energetic, outgoing individual with multiple capabilities. A four-year college degree is preferred. At least two years' experience in one or more of the following is required: communications, marketing, graphic design, etc., but may be waived if the candidate is able to offer a portfolio demonstrating proficiency in Adobe, Canva, or other comparable programs. Experience in community development or nonprofit organizations is a plus, as is the ability to speak and write fluent Spanish.

The ideal candidate must: demonstrate outstanding written and verbal communication; have above average familiarity with marketing and promotion functions; must have above average computer literacy in Microsoft Office and contact management systems, familiarity with Adobe Creative Suite is a plus; project and maintain a pleasant phone demeanor; demonstrate the ability to use resources effectively; be able to maintain accurate and well-organized files and records; be able to accomplish repetitive tasks without direction; be a pro-active, self-starter; have a valid driver's license; and have office skill experience, preferably in a nonprofit setting.

Currently, a hybrid working environment is permitted, with some time working from home and working at the PDC office in Harrisburg, PA. It is expected that this position be in the PDC office in Harrisburg, PA as requested by the Executive Director for staff meetings, trainings, other meetings, etc. A willingness to undertake occasional travel during which overnight stays will be necessary when scouting conference locations, attending outside organizations' conferences, and during the PDC annual conference is required.

The selected candidate must be available to start as soon as possible. A complete job description is available on [PDC's website](#). PDC shall not discriminate against any applicant for employment because of race, color, religion, sex, ancestry, national origin, age, marital status or sexual orientation. Email your resume with cover letter Attention: Executive Director, Pennsylvania Downtown Center, with "Network Relations and Content Designer" in the subject line to Padowntown@padowntown.org, along with a sample portfolio and three references, with at least one from a previous supervisor.

