



## **Job Description**

**Position Title: Office Assistant (Internship)**

**Position Reports To:** Chelsea EDC President

**Status:** Hourly Non-Exempt

**Hours:** Approximately 15-20 hours per week during business hours primarily

**Pay:** \$16 per hour

The Chelsea Economic Development Corporation (CEDC) partners with residents, businesses, and community organizations to activate projects which expand economic opportunity and improve the quality of life in the Chelsea Neighborhood of Atlantic City.

## **Responsibilities:**

### **Social Media:**

- Assisting with graphics, videos, and other visual content that will be shared on social media scheduling and publishing it on the appropriate social media platforms
- Keep an eye on the organizations social media channels, such as comments, messages, and other user engagement
- Work closely with other departments to ensure that social media presence

### **Promotions and Outreach:**

- Assisting with promotional materials such as flyers, posters, and other marketing collateral to promote the organizations events and activities
- Walking the neighborhood to give out flyers for events or promoting programs

### **Assistance Event Plan:**

- Help clean-up and set-up events
- Provide assistance in event planning and organization
- Take pictures/videos during events
- Talk to residents about organization's mission

### **Admin/IT Support**

- Assistance in office IT issues that may arise, such as printing, wifi, computers, etc.

CEDC is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other legally protected status. EOE M/F/Disability/Vet

Candidates who apply for this opportunity preferably are bilingual (Spanish, Bangali, and/or Vietnamese and are Chelsea Neighborhood Resident or Atlantic City Resident.