

Candidates' skills should include, but are not limited to:

- Three (3) years of promotion and marketing experience.
- Solid time management skills; ability to handle multiple projects, meet deadlines, and function independently and efficiently in a fast paced environment.
- Strong attention to detail.
- Problem solver with ability to recognize issues and deal with them directly.
- Personable, positive, and enthusiastic attitude with capability to deal effectively with people (both internal and external). Ability to communicate clearly, verbally and written.
- Excellent organizational skills & work habits.
- Sense of initiative with desire to become truly involved in the business and downtown community.
- Flexible with ability to work in a team setting supporting several people.
- Proficient in computer applications such as Microsoft Word, Excel, PowerPoint and Outlook as well as general office procedures and equipment.

Compensation will be competitive.

3CDC is an Equal Opportunity Employer.

Please send resumes electronically to sponsorshipmanager@3cdc.org