



## **Camden Special Services District Placemaking and Public Space Manager**

### **Job Description**

#### **Position Summary**

The Camden Special Services District (CSSD), the District Management Corporation for the Camden Business Improvement District, is seeking a creative, collaborative person to support and manage programs that enhance downtown Camden's physical environment and daily experience, as well as help tell the story of the organization and the redevelopment of the District. The Placemaking and Public Space Manager will have the opportunity to flex their creative and pragmatic skills and will be rewarded with visible results from their efforts.

**Job Type:** Full Time, Monday – Friday and occasional nights and weekends

**Reports To:** Executive Director, Camden Special Services District

#### **Primary Tasks and Responsibilities**

- Manage CSSD's work in downtown Camden's public realm to create clean, beautiful, and compelling public spaces that appeal to a variety of users, including installing outdoor furnishings, enhanced landscaping, banners, lighting, and seasonal displays.
- Establish and nurture excellent relationships and serve as on-the-street liaison with property owners, businesses, and neighborhood committees.
- Manage organizational website, social media accounts, email newsletter, and general marketing/communications efforts.
- Manage and oversee contracts to develop and disseminate marketing materials and collateral such as maps, promotional flyers, press releases, press advisories, etc.
- Assist with contract management and process check payment and invoice requests.
- Represent CSSD at related community meetings and focus groups.
- Develop and manage financial and operational partnerships to support the organization.
- Stay abreast of best practices and new trends in the field of place-based management.
- Take photos of CSSD activities and catalogue for easy reference. Manage photo library.
- Assist in writing grants and related copy.
- Prepare reports, graphs, maps, flyers, etc.

#### **Qualifications & Required Skills**

- Bachelor's degree in a related field (marketing, communications, urban planning, urban design, architecture, graphic design, public policy, etc.). Master's degree in related discipline preferred.

- Two (2) to five (5) years professional experience in place-based management, marketing, strategic communications, community development, planning, landscape architecture, architecture, landscape management, non-profit management, or a similar field.
- Demonstrated graphic design experience preferred. Proficient with Adobe Creative Suite, basic web design, and social media platforms and Excel.
- Self-motivated, empathetic, creative, forward thinker open to creating new strategies that provide a sense of place and a lively downtown experience.
- Strong written and verbal communication skills.
- Highly organized and detail oriented
- Able to anticipate project needs, discern work priorities, and meet deadlines with little supervision.
- Willing to work occasional evenings and weekends. CSSD staff support major events.

### **Physical Requirements and Work Environment**

Activities include working in an office setting and out in the community and at all project locations. Night and weekend attendance at meetings and events is expected. CSSD offices are located in Downtown Camden, NJ. Flexible and partial work-from-home arrangements available.

### **Compensation**

Anticipated annual salary ranges from \$70,000 - \$80,000, depending on qualifications and experience. CSSD offers excellent benefits, paid time off and industry-specific professional development opportunities.

### **Anticipated Start Date**

July 2022

### **To Apply**

Send cover letter, resume and three (3) references to the attention of Nate Echeverria, [necheverria@camdenssd.com](mailto:necheverria@camdenssd.com) with the Subject Line: CSSD Placemaking & Public Space Manager, and your first and last name. **Submissions will be accepted until Friday, June 3rd, 2022.**

### **Equal Opportunity**

CSSD is committed to creating an equitable, inclusive, and diverse environment and is proud to be an equal opportunity employer. All qualified candidates will receive consideration based on their abilities, attitude, and character without regard to race, creed, national origin, ancestry, religion, age, sex, affectional or sexual orientation, disability, marital status, status as a veteran, or on any other basis prohibited by state or federal law. If you do not meet all the requirements but think you would be a great candidate for this position, you are encouraged to apply.

### **Disclaimer**

The information presented indicates the general nature and level of work expected of employee in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

**Camden Special Services District (CSSD)**

The CSSD is a 501(c)(3) nonprofit, working to present the city's best face to its business community, residents, students, and visitors. With more than 15 years working in the City of Camden, the CSSD maintains and improves the physical appearance of the city's streets and public spaces through its highly regarded Clean and Safe Program.

CSSD collaborates with key institutions, businesses, corporations, community stakeholders and neighborhood groups in various capacities for a common purpose: to make Camden a beautiful vibrant city and a better place to live, work, visit and do business.

CSSD serves as the District Management Corporation for the newly implemented Camden Business Improvement District (CBID), representing an area of approximately 150+ blocks. In addition to cleaning the business corridors, CBID cleaning activities now extend into neighborhoods within the district boundaries. Opportunities to improve the district are limited only by our imaginations as the CBID has a broad scope, in addition to cleaning, focus is on landscape enhancements, placemaking and marketing to support our business community. The CBID is funded through a city tax assessment and, as such, activities are subject to OPRA and OPMA requirements as well as city purchasing guidelines and budgeting requirements.