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urban planning
community involvement
architecture
graphic design

Business / Project / Marketing Assistant 1

Entry-level position for recent college graduate to be an assistant for business, project and marketing assignments. To be considered for this entry-level position, applicants must have a 4-year college degree in communications, English, political science or other related field of study at an accredited university. Previous experience working in an office environment supporting marketing efforts is a plus. The successful applicant will work for CityWorks, Inc., a community involvement firm and its partner firms.

Applicants that are highly organized, dependable, honest, energetic, career-oriented, computer savvy, detail-oriented, with excellent decision-making skills should apply. Applicants must have strong written and verbal business English skills. Successful applicants must also be skilled at using Macintosh computers, Microsoft Office Suite and page layout graphics programs such as QuarkExpress or Adobe InDesign. Applicants must be able to dress professionally, follow their supervisor's directions, and coordinate with their supervisors and peers. In addition, applicants must be creative problem-solvers, active listeners and participants, and must be able to perform services in a timely way. Job duties for this entry-level position include:

- ▶ Research marketing opportunities and track status
- ▶ Prepare marketing materials such as public agency forms, RFQ/P submittals
- ▶ Attend marketing pre-proposal meetings
- ▶ Maintain marketing materials
- ▶ Promote businesses through press releases, newsletters, advertising and promotions
- ▶ Support the project team in tracking its outreach and hotline management services
- ▶ Maintain the office and filing systems
- ▶ Receive and distribute mail
- ▶ Reception – greet visitors and route calls
- ▶ Maintain the inventory and stock levels for all office supplies
- ▶ Coordinate mailing, shipping and courier deliveries
- ▶ Assist with research for new office equipment and coordinate equipment repairs
- ▶ Ensure the reception area is kept clean and organized
- ▶ Assist with other business and project support duties as assigned

Applicants who have a consistent employment record are preferred. Applicants must have a valid California driver's license. To be considered for this position, applicants are required to submit in a PDF format: resume, cover letter, three (3) professional references and a writing sample (no longer than 3 pages in length) that describe the applicant's relevant experience and skills to: GinaC@cityworks.biz. Incomplete applications will not be considered. Salary is commensurate with skill level and experience.

CityWorks, Inc. and its partner firms are equal opportunity employers.