

**TITLE:** ASSISTANT PROJECT MANAGER  
**LEVEL:** M-A \$32,350 - \$40,680  
**DEPARTMENT:** TOURISM & MARKETING

**FUNCTION:** The Assistant Project Manager will assist the Director of Tourism & Marketing.

**SUPERVISION RECEIVED:** Works under the direction of the Director of Tourism & Marketing.

**SUPERVISION EXERCISED:** None generally. May exercise supervision over clerical, temporary, volunteer or other staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Publicizes events and participates in event planning meetings as necessary. Attends events as necessary to provide any needed on-site coordination. Serves as liaison to various groups, boards and committees within the City.

Manages, facilitates and reports on State-designated Cultural Districts within the City. Assists with tourism and marketing projects in order to promote New Bedford and the various components of its arts and culture community. Prepares new programs and marketing materials promoting City attributes, develops innovative methods of utilizing resources for increased development. Coordinates activities and information from private and public concerns that relate to tourism in New Bedford.

Provides administrative assistance to the Director in meeting management; assembles background materials, prepares agendas and records action items for various meetings. Assists with processing purchase orders, invoices and payroll. Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles and other informational materials about programs and services.

Researches grant programs and prepares grant applications.

The above covers the most significant responsibilities of this position. It does not, however exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

**DESIRED MINIMUM QUALIFICATIONS:**

**Education and Experience:** Bachelor's Degree in Marketing, Business Management/Administration, Hospitality Management or a closely related field, and two years of related experience; or any equivalent combination of education and experience.

**Necessary Knowledge, Skills & Abilities:** Proofreading, website maintenance, social media skills and some graphic design knowledge preferred. Knowledge of MS Office, Photoshop, MailChimp, Illustrator, preferred.

**SPECIAL REQUIREMENTS:** Must possess a valid Massachusetts driver's license with good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

**TOOLS AND EQUIPMENT USED:** Personal computer, including word processing, spreadsheet and data base software; 10-key calculator; telephone; copy and fax machines.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Principal workstation is an office setting not subject to extremes in temperatures, noise, odors; regular interruptions to assist citizens. Some outdoor work required in visiting appropriate tourism and marketing areas. May spend extended periods at computer terminal, telephone or operating other office machines; regular lifting and carrying of files, documents, records, etc.; some travel by automobile. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.