

## **Three Employment Opportunities at the Cleveland Restoration Society**

The Cleveland Restoration Society is currently accepting applications for three positions:

### **Marketing and Community Engagement Specialist**

### **Heritage Home Program Assistant**

### **Administrative and Programs Assistant**

These new positions will help CRS maintain a high level of professional staff, expand to new frontiers and continue to revitalize Cleveland through historic preservation.

Please forward these job descriptions on to qualified candidates.

### **Marketing and Community Engagement Specialist**

The Cleveland Restoration Society is seeking a Marketing and Community Engagement Specialist to join its dynamic organization. The right individual will have 2-3 years of experience in marketing and be excited to play a leading role in communicating the historic preservation message into Cleveland, Cuyahoga County and northeast Ohio. The successful candidate will know how to leverage opportunities for media coverage from the day-to-day excellent work of the staff and perform a range of marketing and communication functions.

The Marketing and Community Engagement Specialist will:

- Develop marketing and communication strategies that support the organizational work of the Society;
- Develop local, regional, and national print, broadcast and social media coverage;
- Develop press releases through the approval process and release to the wire;
- Work with graphic designer in coordination with senior staff to produce print and image-related materials and resources;
- Fulfill public relations objectives with the support of senior management.
- Bring ideas and energy to the development of public events that promote historic preservation;
- Organize and produce at least three large events per year and an additional 6+ smaller events;
- Work with corporate supporters and event underwriters to bring important resources for events;
- Develop strategies to increase membership and create meaningful experiences for members.

This position reports to the President and the Director of Development & Publications and is a full-time, permanent position.

Qualifications: Bachelor's degree in marketing and communications preferred. Knowledge of Cleveland, its history and neighborhoods, culture and architecture is beneficial. Excellent oral and written communication skills are essential. Attention to detail and strong organizational skills required. Ability to work well with others in a fast-paced office essential to success.

The Cleveland Restoration Society is an award-winning partner of the National Trust for Historic Preservation. It offers competitive salaries and a full slate of benefits after a six month

introductory period. Please submit you a cover letter, resume, college and university transcripts as well as a writing sample by email to Kerri Broome, Director of Development & Publications, [kbroome@clevelandrestoration.org](mailto:kbroome@clevelandrestoration.org) no later than September 22, 2015. No calls please.

### **Heritage Home Program Assistant**

The Cleveland Restoration Society is seeking a full-time entry-level professional to assist in the Heritage Home Program. Applicant must demonstrate the following:

- Exceptional customer service and enjoyment working with the public both in person and on the phone
- Ability to handle a high volume, fast spaced environment
- Technological skill with CRM software, Microsoft Office Suite - Outlook, Word, Excel, PowerPoint - printers, cameras, projectors
- Excellent time management and resourcefulness
- Clear communication
- Education or experience in nonprofit organizations and historic preservation field preferred, but not required

Responsibilities include:

- Acting as first point of contact for clients on the phone and email
- Scheduling Heritage staff on site visits
- Providing site visit follow-up for clients through personalized letters and emails
- Data entry in CRS proprietary database
- Assistance with CRS special programming, events and presentations as needed

Please submit your resume, college and university transcripts and a writing sample by email to: Thomas A. Jorgensen, Chief Operating Officer, [tjorgensen@clevelandrestoration.org](mailto:tjorgensen@clevelandrestoration.org) no later than September 22, 2015. No calls please.

### **Administrative and Programs Assistant**

The Administrative and Programs Assistant is a full-time, entry-level position at the center of the operations of the Cleveland Restoration Society. The Assistant will be exposed to the full range of activities of the organization and play an essential role in supporting the work of a 13 person professional staff. The right individual will have excellent organizational and technical skills and enjoy a fast-paced energetic environment with lots of activity.

Specific duties and responsibilities include:

- Daily office operations including managing the main phone line, distributing messages, answering the door, and directing visitors;
- Be the first liaison with tenants of the headquarters building;
- Process mail daily, including check register and receipts files;
- Organize internal trustee and staff meetings, usually at corporate headquarters;
- Maintain office supplies, letterhead, business cards, other supplies;
- Lead in maintaining office equipment with support from others;
- Manage paper files, as needed;
- Provide administrative support to leadership, including coordination of active meeting schedules;
- Manage tenant and outside users of headquarter facilities;
- Coordinate travel and conference arrangements with management support;
- Assist as needed with email and telephone communication;
- Assist with providing content to the Board only website and other web-based communication sites;
- Assist senior management with monitoring headquarters maintenance needs;

- Coordinate contracted services (cleaning, lawn care, security, entry system, etc.);
- Assist as needed in Development & Publications, Preservation Services, Marketing & Events, Heritage Home Program and Finance; these departments have cyclical activities

The qualified candidate will be a key utility staff member with excellent time management and prioritization of duties.

Qualifications: Bachelor's degree.

Please submit your resume, college and university transcripts and a writing sample by email to Thomas A. Jorgensen, Chief Operating Officer, [tjorgensen@clevelandrestoration.org](mailto:tjorgensen@clevelandrestoration.org) no later than September 22, 2015. No calls please.