

# LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Organization Assistant

Worksite Name: Beautiful Downtown Lewiston

Supervisor Name: Brenda Morgan

Supervisor Email: [director@beautifuldowntownlewiston.org](mailto:director@beautifuldowntownlewiston.org)

## ***Employment Levels***

<b><i>Entry Level</i></b>	<b><i>Intermediate Level</i></b>	<b><i>Skilled Level</i></b>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (underline one)?

Entry Level

Intermediate Level

Skilled Level

Describe the duties of this position.

This Work Scholar will provide Beautiful Downtown Lewiston (BDL) with assistance in achieving the organization's goals and objectives. As the 501c3 non-profit charged with leading revitalization of downtown Lewiston, BDL is a dynamic, flexible and energetic organization with two staff members, eleven Board of Directors and over 100 community volunteers lending their time and expertise to improve our community. BDL coordinates 15+ events and promotions per year aimed at improving the economy in downtown Lewiston.

The Work Scholar will collaborate with BDL's Executive Director to evaluate the organization's operations, including membership recruitment, stakeholder communication and the effectiveness of BDL's revitalization activities. In many circumstances, the Work Scholar will work independently to research or evaluate an item under the direction of the Executive Director. The Work Scholar will have an opportunity to interact with the Board of Directors, BDL members and volunteers.

The Work Scholar will also assist the Events and Promotions Manager in developing, planning and executing BDL Events. Under direction of the Events and Promotions Manager, the Work Scholar will draft communication informing the public of BDL's activities and develop a media plan to be completed by Staff. The Work Scholar will assist in event management, including coordinating volunteers, developing event management timelines and protocol and post-event evaluation of effectiveness. The Work Scholar will also be tasked with researching best management practices from other Main Street organizations in our region and making recommendations to improve or develop new events or promotions.

List the learning opportunities for this position.

- Non-profit management
- Public relations, including interactions with volunteers, members, Board of Directors and elected officials
- Communication, including website, social media, snail-mail and media.
- Economic revitalization in a small business environment
- Land use development
- Event management

What qualifications and skills are needed for this position?

- Previous coursework or experience in business, economics, public relations, communication, design, management or non-profit management.
- Competency in Microsoft Office
- Self-motivated and able to complete tasks in a timely manner
- Curious about the community
- Strong interpersonal skills
- Ability to research, evaluate and make data-driven recommendations
- A sense of humor

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