



JOB OPENING: Marketing, Events and Communications Manager

ABOUT US

The Downtown Jamaica Partnership (DJP) is a Business Improvement District (BID) serving Downtown Jamaica, Queens.

Our mission is to create a vibrant, clean, and safe district by providing supplemental services such as sanitation, beautification, and placemaking. A core focus of the BID is promoting businesses within the district to support economic growth while representing the interests of our stakeholders, including small and large businesses and the residential community.

THE ROLE

Reporting to the President and working closely with BID staff, the Marketing, Events and Communications Manager is a part-time, hourly position (approximately 20 hours per week) responsible for leading marketing and communications efforts, and producing events and activations that generate funding, attract visitors, and create measurable value for local businesses. This is an on-site role, with some opportunity for hybrid remote work, depending on seasonal and district needs.

Key priorities include promoting Downtown Jamaica's commercial corridor and its small businesses, producing seasonal campaigns, events, and installations, building partnerships for public space and storefront activations, and securing sponsorships for streetscape assets such as banners and litter baskets. This role is ideal for someone who can independently manage projects from start to finish and make a visible impact in one of New York City's most vibrant neighborhoods.

WHAT YOU'LL DO

- As part of a small and nimble team, tasks include (but will not be limited to) the following:
- Create and execute marketing strategies that promote the district and DJP programs and clearly communicate their impact across digital and print channels.
- Develop campaigns that inspire donor and sponsor support.
- Develop and manage relationships with businesses and sponsors to bring commercial activations and public space installations (artworks or cultural works) to DJP, ensuring they are professionally executed and aligned with (and celebrate) the district's character.
- Produce original content that highlights the unique identity of Downtown Jamaica and its businesses, developing DJP's voice and identity over time.
- Produce social media, newsletters, and the website with an editorial calendar that ensures brand consistency and alignment, in collaboration with BID staff.
- Assist with planning executing events (including handling logistics, clean up and set up) with clear timelines and run-of-show preparation.
- Track performance and outcomes of marketing and communications to refine strategy and demonstrate results.

WHAT YOU'LL BRING

- 3-5 years of experience in marketing, event production, communications, and/or partnerships.
- Experience generating funding, sponsorships, or measurable business outcomes.
- Experience managing projects and events from planning through execution.



- Proficiency in Canva or Adobe Creative Suite with strong design and branding skills.
- Organized, strategic thinker with the ability to adapt and pivot as circumstances change.
- Strong communicator with an eye for compelling, authentic storytelling.
- Event management experience preferred.
- Ability to take direction and work independently within a small, collaborative team.
- Outgoing and personable, with strong relationship-building skills.

WHAT WE OFFER

- Hourly rate ranging from \$25/hour - \$35/hour, commensurate with experience.
- Approximately 20-25 hours/week, with some flexibility based on events and seasonal needs.
- Opportunity for growth and potential for full time role as programs expand.
- Meaningful, high-impact work in one of NYC's most vibrant and creative neighborhoods.

HOW TO APPLY

Please send a resume, cover letter, and a short response (200 words or fewer) to the prompt below to info@downtownjamaica.org with the subject line: "Marketing, Events & Communications Manager (Part-Time)"

Prompt: What engagement strategies have worked best for you?

Applications are reviewed on a rolling basis. Deadline to submit an application is Monday, April 27, 2026. Only selected candidates will be contacted. ***No phone calls or social media inquiries, please.***

Equal Employment Opportunity

We are an **Equal Opportunity Employer** and are committed to creating an inclusive environment for all employees. Employment decisions are made without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military or veteran status, or any other protected status under federal, New York State, or New York City law.