



DAVIS DOWNTOWN

JOB DESCRIPTION

Job Title	Member Services & Administrative Assistant
Classification	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
Status	<input type="checkbox"/> Full-Time <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Compensation	\$16.50 - \$21.00 per hour, based on experience
Location/Department	Davis, CA
Reports To	Executive Director
Supervisory Responsibilities	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Hours Per Day	Up to 5 Hours Per Day Additional hours, weekends, and evenings as needed to attend special events in lieu of the normal workweek
Workdays	<input type="checkbox"/> SUN <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> TU <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> TH <input checked="" type="checkbox"/> F <input type="checkbox"/> SAT <input type="checkbox"/> VARIES
Travel Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

OUR STORY:

Welcome to Davis Downtown, a vibrant 32-block Business Improvement District (DBID) established in 1989. Our core activities encompass marketing, organizing engaging events, and advocating for the growth and success of our community. Together with the Board of Directors, our nonprofit organization defines our vision and mission, supported by standing and ad hoc Committees: Marketing & Outreach, Visioning & Civic Relations, Bar & Restaurant, and Parking & Transportation. We strive to create an inclusive and thriving downtown environment for businesses, residents, and visitors alike.

OUR MISSION:

The Davis Downtown Business Association actively leads and energizes the downtown as the primary business, entertainment and cultural center of Davis by:

- Advocating on behalf of the Downtown
- Organizing, sustaining and supporting activities and events
- Developing regional marketing opportunities
- Expanding relations with the City, County, and UC Davis
- Proposing and assisting with implementing downtown beautification initiatives
- Addressing parking and transportation issues
- Promoting diverse business opportunities

ABOUT THE POSITION:

At the Davis Downtown Business Association (DDBA), we are thrilled to be in search of a personable part-time Member Services & Administrative Assistant to become an integral part of our dynamic team! As the DDBA Member Services & Administrative Assistant, you will play a vital role in providing comprehensive administrative, office, and member support, directly contributing to the success of our organization.

ESSENTIAL FUNCTIONS:

- Greeting and assisting visitors at the office
- Answering phone calls and taking/delivering messages
- Keeping inventory of office supplies
- Scheduling appointments, sending meeting invites to attendees, and maintaining calendars
- Preparing and/or processing communications, such as memos, emails, newsletters, invoices, reports and other correspondence
- Fostering an engaging environment for businesses and the community
- Outreach and clerical duties relating to membership and event management
- Gifting programs support
- Constituent database management
- Creating and maintain filing systems, both electronic and physical
- General office support
- Assistance with Board of Directors meetings/retreats
- Extending assistance to the Executive Director and staff in various community-based and business advocacy activities
- Scheduling and hosting committee meetings
- Meeting notetaking
- Creating meeting agendas and minutes
- Marketing support
- Other duties as assigned

QUALIFICATIONS:

- Excellent interpersonal skills and be able to communicate well both verbally and in writing in a variety of situations
- Competence in office productivity software (Microsoft Word, Excel, PowerPoint and calendar management tools) is essential
- An understanding of online communication tools (social media, email marketing resources, and surveys) and their application
- An understanding of mobile technology
- Excellent time management and organizational skills
- Strong writing skills (spelling, punctuation, grammar, and sentence structure)
- An enthusiastic, friendly, professional, and customer service-oriented perspective
- Associate's degree or previous office experience is desired.

ENVIRONMENTAL CONDITIONS:

- Office Environment primarily works indoors in well-lit, climate-controlled office space. This environment provides a comfortable and controlled temperature for optimal productivity.
- Spends 80% amount of time seated at their desks, utilizing computers, phones, and other office equipment.

ADDITIONAL BENEFITS:

Benefits include 10 paid holidays per year, paid time off accrual, and sick time. Ability to work from home on a hybrid work schedule. Contribute to diverse cultural programs, initiatives, and events for personal fulfillment.

CHANGES: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: Davis Downtown will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

EEO: Davis Downtown is an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply for this opportunity, submit your resume to info@davisdowntown.com.