



# FOR IMMEDIATE RELEASE

Sustainable Community Associates seeks a full-time  
Social Media, Event Planning, & Community Engagement Associate

## WHO WE ARE

Sustainable Community Associates is a real estate development firm focused on catalytic mixed-use projects across Northeast Ohio. We believe that with determination, creativity, and the willingness to challenge conventional wisdom, community-oriented development can have a transformative impact on a neighborhood.

We cultivate a demanding work environment but we love what we do and take pride in seeing the difference our collective work has on the neighborhoods in which we work. Currently, we have five full time employees in addition to three owners who are actively involved in the day-to-day operations of the company. SCA owns and manages five mixed use developments in Cleveland with several projects in Northeast Ohio in the pipeline over the next few years. To find out more about our work, please visit [www.sustainableca.com](http://www.sustainableca.com) or our Instagram account @sustainableca

## THE POSITION

Sustainable Community Associates is hiring a full time Social Media, Event Planning and Community Engagement Associate who will make a meaningful contribution to the work of SCA. The new Associate will join a flexible team and be exposed to a wide variety of tasks that go into making a successful community development project. They will work closely with ownership and report directly to the VP of Operations.

This individual will take on a key role on our team and help to tell the story of SCA and our communities. The Social Media, Event Planning and Community Engagement Associate will be tasked with creating original, meaningful content for our social media channels and external communications, brainstorming fun and engaging opportunities for our residents to connect with their neighbors, and spotlighting the communities in which we work.

## OUR IDEAL TEAM MEMBER

The ideal candidate is an adept project manager who is able to handle competing priorities amidst daily responsibilities. Someone who can plan backwards and see a project from conception to completion would perform well in this role. The position requires strong organizational abilities, attention to detail, innate curiosity, passion for Cleveland, and a desire to grow and learn new skills. We are a group of socially-conscious urbanists and hope to add a like-minded member to our team.

Experience with HubSpot or a similar CRM system, the Adobe Creative Suite, graphic design, and G Suite a plus.

## KEY JOB EXPECTATIONS

- Create content for at least 3-4 weekly posts on SCA's Instagram
- Plan and execute at least 1 monthly resident event including the marketing, set up, take down, and hosting of event
- Lead weekly marketing meeting and delegate marketing tasks to team members
- Work closely with leasing staff to ensure advertising is aiding in filling vacancies and reaching target audiences

## BENEFITS

Salary range is \$40k to \$50k based on work experience and skill set. Benefits include health insurance, employer matched retirement account, and paid time off. Relocation package available for a suitable candidate.

## TO APPLY

To apply for the position, send an email to Josh Rosen at [josh@sustainableca.com](mailto:josh@sustainableca.com) and Joe Dill to [joe@sustainableca.com](mailto:joe@sustainableca.com) by August 12, 2022. Subject line should read: SCA Job Opening. Applications will be reviewed on a rolling basis.

The email should include the following attachments:

- Resume
- Portfolio samples via JPG or PDF files of creative, original work or social media accounts you have managed
- Cover letter describing your related experiences and why you are interested in this position.

SCA is committed to cultivating a culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of employees. In recruiting for our team, we welcome the unique contributions that candidates can bring in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.