



# SID PUBLIC SERVICES ASSOCIATION

**Job Title:** Project Coordinator  
**Hours:** Full-Time, 40 hours per week  
**Salary:** \$40,000 to \$45,000 depending on experience, benefits available

## Job Overview:

The Capital Crossroads and Discovery Special Improvement Districts in downtown Columbus seek an energetic and customer service-oriented individual to assist with its clean and safe program, constituent services, events, and other administrative tasks. The ideal candidate should be a team player, self-motivated, and show initiative. You'll join a small but mighty group that is dedicated to making downtown Columbus a clean, safe, and vibrant place to be.

## Responsibilities and Duties:

- Provide constituent services by addressing inquiries from property owners, tenants, and residents, and referring the issue internally or to an appropriate external organization
- Organize neighborhood forums for property owners, tenants, and residents
- Assist staff with several program areas including clean and safe, research, and marketing
- Set up meetings for staff as needed
- Assist with administrative tasks including mass mailings, the annual meeting, and other events
- Conduct information sessions with employers on topics such as the transit pass program and cleaning and safety program
- Other duties as assigned

## Qualifications:

- Four-year college degree, or equivalent combination of education and experience related to the job
- Ability to write business correspondence and reports
- Strong organizational and time management skills
- Proficiency in Microsoft Office

**To Apply:** Send your resume to [mvconte@sidservices.com](mailto:mvconte@sidservices.com).

## About the Organization:

SID Public Services Association operates the Capital Crossroads and Discovery Special Improvement Districts (SIDs) in downtown Columbus. The SIDs are property owner associations that provide additional services in the public realm including cleaning, safety, homeless outreach, beautification, and promotions.

*SID Public Services Association is an equal opportunity employer that will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, marital status, mental or physical disability, age, familial status, sexual orientation, gender identity, or national origin.*