**Main Street Program Coordinator**

**Dalton Downtown Development Authority**

The Main Street Program Coordinator provides administrative services for the Downtown Dalton Development Authority (DDDA) and its Main Street Program, coordinates events hosted by the authority and coordinates the special event permitting process.

The coordinator works with the DDDA staff and board to maintain Dalton’s annual accreditation as a Georgia Classic Main Street and to promote and to implement the downtown master plan and Main Street community transformation strategies. The coordinator recruits and manages volunteers, coordinates events, tracks reporting data for the Main Street Program’s activities and accomplishments and manages all social media for the authority and Main Street Program.

The position involves extensive interaction with DDDA board members and staff, local advisory groups, community partners, business and property owners, volunteers and area residents.

ESSENTIAL JOB FUNCTIONS:

* Serves as the primary staff contact for DDDA administrative activities. Plans and prepares for regular and special called meetings that include but are not limited to agenda preparation, communicating meeting notifications and reminders to members, posting meeting notices and cancellations, recording and distribution of meeting minutes, general recordkeeping and other duties as assigned.
* Performs duties related to planning, preparation and operation of DDDA, task forces and committees.
* Performs financial administrative duties for the Main Street Program, including recordkeeping, purchasing and accounting.
* Generates data for monthly Main Street reports and maintains a business and building inventory to track investment and job creation in the district.
* Develops and maintains relationships with merchants and property owners, works with diverse groups and builds teams to accomplish program goals.
* Performs duties and makes decisions consistent with the DDDA’s mission, vision and core values.
* Develops printed and electronic materials, manages their distribution and evaluates their relevance.
* Maintains communication with all necessary city officials and departments involving projects, programs and events within the downtown district.
* Works with director to encourage downtown stakeholders to undertake collaborative activities such as promotional events, advertising, uniform store hours, special events, etc.
* Provides support to, plans and implements special events and activities to enhance the visitor, shopping, dining and living experience in downtown Dalton.
* Serves as liaison between city departments, business owners and vendors to manage special events and to coordinate special event permit application process.
* Oversees volunteers and some maintenance employees when the employees are working an event.
* Performs other related duties as assigned.
* Reports to the DDDA executive director.

SKILL SET AND KNOWLEDGE REQUIREMENTS:

* Excellent verbal and written communication skills and experience preparing reports.
* Marketing, public information and promotional techniques used in downtown development, including current digital and social media programs.
* Ability to interact and coordinate effectively with board members, groups, community partners and volunteers from diverse social and economic cultures.
* Knowledgeable of local government operations, policies and procedures.
* Knowledge of event planning methods and principles.
* Able to recruit, assign, mentor, collaborate with and monitor volunteers effectively and to manage various projects. Employee makes independent decisions on staff deployment and resources needed.
* Self-starter and self-directed, requiring minimal supervision with superior organizational, multi-tasking and time management skills.
* Demonstrated proficiency in Microsoft Office and G Suite programs.
* Preference given to candidates with knowledge and experience in principles, practices, methods and issues of Main Street Program or knowledgeable of principles and practices relative to the following fields: finance, public relations, journalism, business administration, public administration, retailing, volunteer or nonprofit administration, and/or small business development.

MINIMUM QUALIFICATIONS:

* Must have a valid Georgia driver’s license.
* Must be able to work 40 hours a week.
* Must be available to travel out of town for training purposes.
* One year progressively responsible experience in coordinating special events.
* Minimum two-year degree or equivalent from an accredited college or university, preferably in public relations, marketing, communications, public administration, economic development or business.

WORK ENVIRONMENT:

* Work is performed in a variety of conditions and settings, including but not limited to a desk in an office setting and outdoors in a variety of weather conditions, and includes standing for a long period of time along with the physical demands of setting up and breaking down of events and programs.
* Frequent reaching, sitting, standing, walking, talking, seeing and hearing.
* Occasional lifting and carrying up to 50 pounds.
* Participation at evening meetings and special events is required; some weekend tasks as necessary.

COMPENSATION:

Salary commensurate with experience. This position includes excellent city benefits.

CLOSING DATE:

Closing date for this position posting is Wednesday, July 10, 2019. Applications must be completed on the City of Dalton Human Resources website. A paper resume will not be accepted in lieu of a completed application.