**Main Street Program Manager**

The City of Eatonton is seeking a Main Street Program Manager. The Main Street Program manager coordinates activity within a downtown revitalization program, which utilizes historic preservation as an integral foundation for downtown economic development. The position reports to the City Administrator. The Main Street Board provides overall work plans, procedures, goals, objectives and strategies for the Manager in conjunction with the City Administrator. Salary is negotiable based upon experience.

Duties include, but are not limited to, coordination of volunteers, development of Main Street work plans, communication with all parties that influence the downtown area (merchants, business owners, elected officials & local administration staff, financial managers and other organizations and authorities), administrative tasks such as filing and reporting to program agencies, managing Main Street events in the downtown area, assisting new businesses with set up and funding options when required, and compiling and submitting certain data/reports for Main Street, the City of Eatonton, and the Downtown Development Authority. Will also help seek out businesses for vacant properties. Some travel is involved, primarily to conferences and training sessions.

The successful candidate must be able to interface well with all levels of people in the community of Eatonton and be perceived as a positive influence in downtown revitalization regardless of any obstacles. Computer skills in basic business applications and social media are essential. Education and/ or experience in any of the following would be preferable: architecture, design, economic development, planning, business administration, retailing, real estate, volunteer or non-profit administration, small business administration, fundraising, and/ or project management. Must be sensitive to design and preservation issues and must understand the issues confronting downtown Eatonton. This person needs to be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent situation. Excellent verbal and written communication skills are essential. The successful candidate must agree to pre-employment and periodic drug screenings and is subject to a probationary period. Consent to a criminal background check may also be required.

Applications will be accepted until the position is filled. Review of applications will begin on March 20, 2020. A résumé must be attached to a completed application.

Interested persons may apply at City Hall, located at 201 North Jefferson Avenue. An employment application may be accessed and printed via our website, www.eatontonga.us.

Applications submitted by mail should be sent to:

City of Eatonton

P. O. Box 3820

Eatonton, GA 31024

The City of Eatonton is an equal opportunity employer and provider of services.