**MAIN STREET PROGRAM AND DOWNTOWN EVENTS COORDINATOR**

**HINESVILLE DOWNTOWN DEVELOPMENT AUTHORITY**

The Hinesville Downtown Development Authority is accepting applications for a Main Street Program and Downtown Events Coordinator. The position is responsible for working with staff, volunteers, businesses, and organizations to plan, market, manage and produce Hinesville Main Street Program events and activities.  This position requires working late at least one day out of the week, as well as an occasional day on the weekend.

Candidate needs organizational and time efficiency skills, ability to manage multiple projects simultaneously, consistently meet deadlines, and complete tasks with accuracy and high level of quality.  Must be equally effective working autonomously or with a team; possessing the ability and willingness to assume a leadership role or serve as a committee member, as needed.  Candidates should also posses’ the ability to manage a high-capacity workload and function efficiently in a fast-paced environment with frequent interruptions and have the aptitude to adapt and find innovative, productive solutions for problematic situations, as well as provide a fresh approach to existing events.

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Minimum qualifications include an Associates’ degree or equivalent education in event planning, tourism, or related field; or 2 years related experience in promotion and organization of events. Experience and/or knowledge of Downtown Development concepts and The National Trust’s Main Street guiding principles is a plus. A successful candidate must possess strong oral, written, and interpersonal skills and the ability to work with people of all ages and backgrounds. The position requires proficiency in Microsoft applications.  Knowledge of web development software, Adobe Photoshop, Illustrator, Quark, Dreamweaver, and/or other design programs is a plus.  The ideal candidate will be upbeat, high-energy, disciplined, self-motivated, have a predisposition to manage stress, and remain calm in high-pressure situations. The position requires the ability to work on the weekend to staff events when necessary and working late at least one day out of the week.  
  
Minimum starting salary is $48,402.99 plus an excellent benefit package.  The position is open until filled. Please completed the attached application.

**The City of Hinesville is an Equal Opportunity Employer**

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