

# City of Hahira

102 South Church Street  
Hahira, Georgia 31632



Phone: (229) 794- 2330  
Fax: (229) 794- 9310  
Email: [info@hahiraga.gov](mailto:info@hahiraga.gov)

Mayor Bruce Cain

Councilmen: Mayor Pro Tem Mason Barfield, Terry Benjamin, Kenneth Davis, Toni Rosetti  
City Manager Jonathan Sumner

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## MAIN STREET ASSISTANT / INTERN (PART-TIME)

### PURPOSE

The City of Hahira is seeking part-time help to assist with the Main Street Program.

### ABOUT THE MAIN STREET PROGRAM

The City of Hahira Main Street Program serves our community through coordinating special events, education outreach, marketing, assisting with economic development, and much more. In August 2018 the City of Hahira entered into a Memorandum of Understanding (MOU) with the Georgia Department of Community Affairs (DCA) Office of Downtown Development to participate in the Georgia Downtown Affiliate Network. As a member of this network, the City of Hahira has demonstrated a commitment to comprehensive community revitalization, achieving meaningful economic, social, physical and organization improvements in its downtown / historic commercial district.

### DUTIES

In general, the assistant / intern will work directly with the Main Street Director and responsibilities will vary depending on experience. Activities may include, but not limited to:

- Assist in planning and facilitating special events
- Research and develop community information to be utilized for marketing (e.g. website, social media, brochures, etc.)
- Collecting local business information
- Assist with drafting press materials and newsletter articles, organizing office files, etc.

### PREFERRED QUALIFICATIONS

- Strong communication skills (verbal and written)
- Organization
- Ability to work independently
- Mindful of deadlines
- Detail-oriented
- Energetic personality
- Creative
- Proficient computer skills

### COMPENSATION

- \$10.00 per hour
- Estimating 15-20 hours per week; however, may vary due to workload. All hours must be pre-approved by the Main Street Director.
- Some Saturday's are required.

This position will remain open until filled. To apply, please email a cover letter and resume to Jennifer Price, Main Street Director at [jprice@hahiraga.gov](mailto:jprice@hahiraga.gov) with subject line: Main Street Assistant / Intern

Visit the Hahira website at [www.hahiraga.gov](http://www.hahiraga.gov) and find out about our town.  
An Equal Opportunity Employer

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## **MAIN STREET ASSISTANT / INTERN (PART-TIME)**

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