

City of Lenoir

Job Vacancy Announcement

9/11/2020

ECONOMIC DEVELOPMENT/MAIN STREET

Main Street Community Engagement Coordinator

Hiring Rate: \$32,324

General Duties and Responsibilities:

This position works under the general direction of the Economic Development/Main Street Director, but must be able to work independently. They must assist in the development and management of the organization's communication strategy for public and media relations and strive to engage the various demographics within our community with a variety of programming. They must manage, plan and execute multiple special events and festivals in the historic downtown district. The position requires strong leadership skills, creativity, innovation, interpersonal skills and strong communication skills, both verbal and written.

Knowledge, Skills, and Abilities:

- Must have the ability to provide excellent customer service to local businesses, the public, City officials and staff, as well as fellow coworkers.
- Have a demonstrated proficiency with graphics design, computer software applications, E-newsletter, website management, and social media application management.
- Knowledge of effective practices and methods used in event planning and execution; obtaining sponsorship opportunities for various events and strive to engage the various demographics within our community with a variety of programming.
- Must have a general knowledge of the National Main Street Program, the NC Main Street Program and the principles of economic development through historic preservation.

Requirements:

Bachelor's degree from an accredited college or university in public relations, marketing, communication, tourism, hospitality, public administration, computer science or a related field, such as social sciences or psychology; Related experiences which will yield the required knowledge, skills, and abilities; or any equivalent combination of education and experience; Demonstrated proficiency with computer software applications, website management and social media application management a must; Non-profit experience preferred.

Normal Work Hours:

Office hours are 8:30 a.m. – 5:00 p.m. Monday through Friday with the ability and willingness to work evenings/nights, holidays and/or weekends for special events and meetings as required.

Closing date for Applications:

Position will be **Open Until Filled**, with an initial review of applications October 5, 2020. City applications may be found at <https://www.cityoflenoir.com/Jobs.aspx> & mailed to: City of Lenoir, Attn: Crystal Smith - Human Resources Department, PO Box 958, Lenoir, NC 28645 or emailed to: ctsmith@ci.lenoir.nc.us or faxed to: (828) 367-1023. Resume's without a completed City of Lenoir application will not be considered.

**To apply or for more information regarding essential job functions and requirements, contact NC Works Career Planning and Placement Center, 1909 Hickory Blvd., Lenoir, NC 28645; (828) 759-4680
Pre-employment drug screen required.**

THE CITY OF LENOIR IS AN EQUAL OPPORTUNITY EMPLOYER