



### **Mebane Main Street Coordinator (Part Time)**

Opening Date: 3/19/21

Closing Date: Open Until Filled

Compensation: Commensurate with experience

FLSA Status: Non-exempt

Department: Planning

#### **To Apply**

Please mail, fax, email, or hand deliver an application and cover letter or proposal submission to the Human Resources Department.

Physical Address: 106 E. Washington St. Mebane, NC 27302

Fax: 919-304-9275

Email: [bhunter@cityofmebane.com](mailto:bhunter@cityofmebane.com)

EOE

The City of Mebane is looking for a Main Street Coordinator to join our team! The City is a newly designated North Carolina Main Street – Downtown Associate Community program member and is looking for a qualified individual to establish the program for a successful Downtown. The position will focus on adhering to NC Main Street’s Four-Point Approach, maintenance of the Downtown Vision Plan, and developing the 6-12 Month Work Plan for Newly Designated Main Street Communities & Downtown Associate Community Programs (attached), as prescribed by the NC Main Street & Rural Planning Center. This position will perform work via both remote and in-person interaction and will collaborate with other City department staff, state Main Street & Rural Planning Center staff, and City Downtown stakeholders. Specific items to be achieved are listed on the NC Main Street work plan with proper records, reports, and public information for the program. Work requires considerable time management and timely execution of work and is performed under the general direction of Development Director.

Qualifications: Graduation from an accredited four-year university with a degree in Business Administration, Marketing, Public Administration, Economics, or applicable degree; experience with the NC Main Street or Main Street USA program is strongly preferred. A combination of experience and education may be considered.

This position will be filled as a part time City of Mebane employee or independent consultant for 6 months, with a possibility of the time frame being extended up to 6 additional months.