

WANTED

COMMERCIAL DEVELOPMENT AND MAIN STREET COORDINATOR

The Town of Tarboro is seeking dedicated candidates to promote and support the development of Tarboro through appropriate revitalization, development, preservation, and promotion in partnership with government and private organizations. The Coordinator will be the Main Street Manager in coordination with the North Carolina Department of Commerce; and as an inaugural position will have the ability to develop and build a dynamic program. The Coordinator will be responsible for making recommendations and implementing the annual downtown development work plan as part of a new town-wide master vision plan. This role will include creating economic development strategies such as business retention, expansion, recruitment plans, branding and marketing plans, event organization, volunteer coordination, and infrastructure improvements. The position is part of the Planning Department, and as such will work as part of a town-wide community development team. Ongoing education and outreach to public officials, community groups, stakeholders and citizens will be vital to the program. Duties include preparation and management of the program budget, as well as submission of annual statistical data, budget, and program information to both the town and the state. Applicants must have excellent communication skills, customer service skills, and the ability to deal effectively with other staff members. The ability to balance multiple tasks, handle short and long-term projects independently, exhibit flexibility, and complete other duties as assigned to support the department is essential. Some weekend and evening work is required.

Minimum Qualifications: Previous experience in downtown development, economic development, community development, planning, or related areas or an equivalent combination of education and experience is required. Graduation from an accredited university or college with a degree in Urban Planning, Business Administration, Public Administration, Economics, Marketing, Communications, or other field of study related to the nature of the work performed preferred. Minimum requirements include a high school diploma or GED and a valid NC Driver's License. Excellent benefits provided and salary range from \$34,572 to 50,593 annually. Applications can be downloaded from www.tarboro-nc.com and position will be open until filled. Apply to:

Town of Tarboro
ATTN: Human Resources
Post Office Box 220
Tarboro, North Carolina 27886
(252) 641-4244

Equal Opportunity Employer