



## **Port Townsend Main Street Program Program Coordinator Job Description**

### **Job Summary:**

The Program Coordinator, under the supervision of the Executive Director, will provide program and administrative support to the Executive Director on the organization's operations and projects related to Promotion, Design, Economics and Organization Committees to meet the goals and objectives of the Port Townsend Main Street Program. Ability to work in a fast-paced office environment, multi-task, have a positive and flexible attitude and be responsive to the needs of program constituents.

### **Responsible to:**

Works for and reports to the Executive Director. Please email or send a resume and cover letter to: Executive Director, Port Townsend Main Street Program, 211 Taylor St., Suite 3, Port Townsend WA, 98368. Email: [Director@ptmainstreet.org](mailto:Director@ptmainstreet.org). No calls please.

### **Duties & Responsibilities**

The Program Coordinator's duties will encompass a variety of tasks. The Program Coordinator will work collaboratively with the Port Townsend Main Street Program's Executive Director, committee volunteers and community partners to implement the goals and objectives established by the Board of Directors. These tasks include but are not limited to:

1. Be knowledgeable about the four-point Main Street approach to uptown and downtown revitalization, the Port Townsend Main Street Program's Mission and Vision Statements, and other policies and documents pertinent to the Program's mission, goals, and objectives.
2. Assist with administration of the Port Townsend Main Street Program's office: bookkeeping, answering telephones and correspondence, maintaining office equipment and supplies, processing mail, answering e-mail, filing, scheduling. Assist with maintaining office and storage organization. Must be proficient with Quickbooks, Excel and possess excellent computer skills. Familiarity with Wordpress and Mailchimp desired. Strong writing and proofreading skills required. Special event coordination experience helpful.
3. Provide staff support to the Port Townsend Main Street Program's various committees as directed by the Executive Director. The Program Coordinator will be familiar with persons and groups directly or indirectly involved in the revitalization of Port Townsend's Uptown and Downtown Historic Districts.
4. The Program Coordinator may perform committee duties as directed by the Executive Director.
5. The Program Coordinator will assist the Board of Directors and Executive Director with fundraising efforts including sponsorship outreach/solicitation, membership development, and fundraising events. Assists the Executive Director in program coordination for events and activities.

**ORGANIZATION:** Attend board meetings, provide support information for board. Send member solicitation letters, track membership campaign, send volunteer outreach communications, and sponsor/donor/member thank you correspondence. Keep all business licenses and permits current, including the PT Main Street Truck. Distribute Board and committee information as needed (meeting agendas and minutes, thank you letters and handouts).

**DESIGN:** Assist with overseeing gardening staff, flower basket maintenance program, and bird abatement efforts. Assist with managing Main Street Chairs and Tables Program.

**PROMOTION:** Attend committee meetings, give input on promotions, distribute information, assist with implementation of retail promotions and events. Draft copy and post on website. Familiarity with social media channels.

***CONCERTS ON THE DOCK*** Act as lead for Concerts on the Dock crew; coordinate weekly concerts—apply for permits, order beer/wine, schedule crew and vendors. Pay vendors. Responsible for event set up, with assistance of staff and volunteer help.

#### **ECONOMICS**

Provide staff support for loan resources funds, track LENT fund payments, interface with loan recipients as needed.

Assist with Creative District tasks as needed and assigned in this transition year for the Creative District.

6. Assist with the recruitment, evaluation, retention, recognition of volunteers.
7. Assist with grant preparation and tracking.
8. Work with Marketing Manager to achieve workplan goals to attract/coordinate/track business participants and sponsors for promotions and events.
9. Send meeting notices for in-person and or zoom meeting notifications
10. Perform other duties as may be assigned from time to time by the Executive Director.

#### **Work Hours**

The Program Coordinator will work in the Port Townsend Main Street Program office during regular office hours (to be determined by mutual agreement with the Executive Director), 35-40 hours per week. Include benefits: vision, dental and health insurance, plus paid vacation.

Performance and compensation will be reviewed by the Executive Director annually. Once completed, the evaluation and any recommended changes in compensation shall be presented to the Board of Directors as part of the annual budget adoption process. The Board of Directors may authorize changes in compensation and hours throughout the year at their discretion and budget capacity.

References to be provided upon request.