

EMPLOYMENT OPPORTUNITY
Main Street Program Director

The City of Pembroke is accepting employment applications for the position of **Main Street Program Director** for their MainStreet Program. This position is responsible for coordinating activities within a downtown revitalization program which utilizes historic preservation guidelines and is responsible for the development, conduct, execution and documentation of the Main Street program.

Minimum Qualifications: Minimum of 1-year experience in recreation, tourism, marketing, economic development, public relations or related field. Must have a valid Georgia Driver's License. This is a part-time position requiring 20 hours a week with additional time if needed. Must be able to follow all city ordinances, policies, and procedures.

Knowledge and Skills Required: Should have education and/or experience in one of the following areas: architecture, historic preservation, economics, finance, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration, and/or small business development.

Requires some travel. This individual will work closely with other boards such as Keep Pembroke Beautiful and Housing Programs. A detail description may be obtained by request at Pembroke City Hall.

Applications will be accepted through 5:00 P.M. Tuesday, January 4, 2022 at Pembroke City Hall, 353 North Main Street, Pembroke, GA, or online at pembrokega.net, Monday through Friday, from 8:30 A.M.-5:00 P.M.

The City of Pembroke is a Drug Free Workplace and an Equal Opportunity Employer that endorses the Americans with Disabilities Act. A background check and drug screening will be required.