

Job Title: Director Destination Downtown/Main Street Program Edenton, NC

Closing Date: April 21, 2010

**Position Overview:**

Currently seeking a **Program Director for Edenton's Main Street Program**. Position will be responsible for marketing, implementing, organizing and promoting the economic, commercial, social and residential development of our downtown historical district within a 30-40 hour work week.

Responsible for all administrative tasks related to the program including fund raising, accounting, purchasing, advertising, working with budgets, 3-5 years management experience preferred, computer proficiency in MS Word, Excel and PowerPoint; along with the continuation and implementation of community relation projects, event planning and coordination.

Position reports to the Board of Directors for the Program and is expected to be responsible and knowledgeable of the Program's philosophy. Direct involvement and contact with businesses and various town community agencies and/or groups pertaining to the historic preservation and design, promoting, organizing and economic restructuring of downtown Edenton. Additionally the Director will coordinate efforts for public/private partnerships and facilitate community relations through cooperative retail promotions, festivals and events. Applicant should be familiar with Grant Writing and be ready to be an effective representative of the Program's goals, downtown interests, public awareness and downtown advocacy.

**Physical Requirements:** This is light work requiring the exertion of up to 20 pounds occasionally. Work requires standing, walking, grasping, and repetitive motions. Speech and hearing is required to communicate in person and by telephone. Visual acuity is required to prepare and analyze written or computer data, determine the accuracy and thoroughness of work and observing general surroundings.

**Salary Range:** \$30,000-\$40,000 (based on experience) Benefits and Retirement Plan Available

Please submit resume and cover letter to:

Edenton NC Employment Security Commission  
1316C North Broad Street  
Edenton, NC 27932  
Attn: Philip Thomason

Ref Job ID# NC3208649

Resumes will NOT be accepted via email or fax. All submissions MUST be post marked by April 21, 2010 for consideration.