

## **MAIN STREET DELAWARE PART-TIME / HOURLY ADMINISTRATIVE ASSISTANT**

Main Street Delaware is an accredited nonprofit, 501(c)3, donor-funded organization that works to preserve, promote, and protect the historic downtown.

Main Street Delaware organizes monthly First Friday celebrations, including December's Home for the Holidays events, and the twice weekly downtown Farmers' Markets.

Via multiple work committees, Main Street Delaware also provides assistance for potential and new businesses; beautifies the downtown through organized, volunteer service events; provides educational/informational tours and events; collaborates with public officials and other organizations on special projects; and undertakes other efforts aimed at creating awareness of and bringing visitors to the historic downtown.

Main Street Delaware employs a full-time executive director and is overseen by an elected/appointed Board of Directors that includes representatives of all facets of the community: including the business, education, and civic sectors.

To support and enhance Main Street Delaware's Executive Director, the Board of Directors is seeking to hire a:

### **PART-TIME / HOURLY ADMINISTRATIVE ASSISTANT**

Duties for this position (estimated at 15 hours per week) include: Answering telephone calls; returning messages; writing and/or proofreading letters and other copy; meeting with drop-in visitors at the Main Street Delaware office; aiding with event logistics and promotion; working with volunteers; updating website information and social media; and other duties as assigned.

#### **The successful candidate for this position will have:**

- Exceptional customer-service and interpersonal skills.
- Excellent organizational and book-keeping skills. (Familiarity with QuickBooks and Microsoft Word products, including Excel, is helpful, but not required.)
- Experience in recruiting, training, motivating, and recognizing program volunteers. (Familiarity with Constant Contact is helpful, but not required.)
- Experience updating basic website information and monitoring/administering social media accounts. (Familiarity with WordPress is helpful, but not required.)
- Experience in event management and promotion. (Fundraising and/or public relations experience is helpful, but not required.)
- A strong work ethic with the ability to complete assignments successfully with minimal oversight.
- A genuine enjoyment of working in a nonprofit, community-service-oriented environment.
- The ability to work flexible hours, including some evenings and weekends.
- A valid driver's license.

#### **Applicants must provide:**

- Cover Letter
- Resume
- References
- Salary Requirements

To apply, please email the Main Street Delaware Search Committee at [mainstreetdelaware@yahoo.com](mailto:mainstreetdelaware@yahoo.com). Submission deadline is end of business Friday, April 27, 2018.

Main Street Delaware is an equal opportunity employer.