

## **Main Street Manager, Waynesburg, PA**

Waynesburg Prosperous & Beautiful, Inc. is seeking a highly motivated, well organized individual to manage the Main Street program in Waynesburg, Pa. This position will head a Main Street program that already has the majority of its local and state funding in place. The Main Street Manager will provide leadership to the Waynesburg Stakeholders with the goal of building a self-sustaining organization when program funding ceases.

Under the guidance of a volunteer board of directors, the manager will be responsible for coordinating all aspects of a commercial revitalization strategy and must therefore possess considerable independent judgment and initiative.

Responsibilities include business development, marketing, activity coordination, public relations, grant writing and fundraising. The Main Street Manager serves as the point person for its work with merchants, property owners, local and state agencies, and the community at large. The Main Street Manager will be responsible for supervision of an administrative assistant, students and other employees as hired. This individual will also support the work of various volunteer committees which focus on organization, design, promotion, business development, business recruitment, volunteers, marketing, retailing and fundraising – all aimed at developing Waynesburg into a business, cultural and social center, for the benefit of all those who live and/or work in the Waynesburg area.

Manager conducts administrative duties including grant writing and submission, reporting to the Pennsylvania Downtown Center, the Department of Community and Economic Development and various funding agencies. Candidates should possess the ability to create positive relationships with the public, downtown merchants and local governing bodies. He /she should have an appreciation of the customs, traditions and attributes of life in communities of varying size and political complexity.

While Main Street experience is preferred, applicants with education and/or experience in economic or community development will be considered. Bachelors Degree or experience in a related field (Planning, Economic Development, Accounting, Marketing or Business) is required. Candidates must display strong work ethic, positive attitude, negotiation skills, leadership skills, excellent verbal, written and computer skills, website management and the ability to multi-task in an independent but responsible manner. Candidate must be familiar with Microsoft Office: Word, Excel, PowerPoint and Access. Familiarity with QuickBooks is a plus. While considerable support will be provided by the community, the applicant will be responsible for the attainment of agreed upon goals.

Salary will be commensurate with experience. This is a full-time, salaried position. Interested candidates should submit a cover letter and résumé with salary requirements to: Jeanine Henry Waynesburg Prosperous & Beautiful PO Box 994, Waynesburg, PA 15370 or [careers@waynesburgpa.org](mailto:careers@waynesburgpa.org).

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