

# **\* \* \* NOTICE \* \* \***

The City of Bradford's, Office of Economic and Community Development is accepting applications for the position of "Main Street Coordinator"

Please submit letter of interest and resume to the Office of Economic and Community Development by mail to PO Box 490 Bradford, PA 16701 or by e-mail to [sandrews@bradfordpa.org](mailto:sandrews@bradfordpa.org). Letters of interest and resumes' will be accepted until September 21, 2018.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This will be a part-time position, averaging approximately 20 hours per week, with some evening and weekend time requirements for events and meetings. The Main Street Coordinator will be an employee of the City of Bradford with an office located in the annex of the Old City Hall Building.

The Main Street Coordinator will report directly to the Main Street Manager and Executive Director of the City of Bradford's Office of Economic and Community Development (OECD) and work with the staff of the OECD along with existing downtown community organizations to assist in implementing the Main Street Four Point Approach in downtown Bradford. The Main Street Coordinator must be a positive and energetic individual with strong leadership, organizational and communicative skills. The Main Street Coordinator must have a strong sense of community commitment and a desire to work with a diverse group of stakeholders by developing effective working relationships. The Main Street Coordinator should be self-motivated and have good verbal, writing, computer and social media skills. Attached is a full job description for the position.

## **QUALIFICATIONS:**

The applicant shall have at minimum a high school diploma in a retail, communications, marketing or business field or a college degree in a similar field.

Employ diplomacy and leadership to facilitate consensus, ability to prioritize, strong multi-tasking and time management skills, ability to function in busy office environment, effectively communicate both orally and in writing, ability to work independently, ability to develop and maintain good rapport with community members, the business community, public and other agencies and organizations.

The City of Bradford is an Equal Opportunity Employer that does not discriminate against race, color, creed, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability or any other legally protected status.

Sara Andrews, Director OECD

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PLEASE POST THIS NOTICE AT THE FOLLOWING LOCATIONS FROM WEDNESDAY, SEPTEMBER 12, 2018, THROUGH FRIDAY, SEPTEMBER 21, 2018.

Cc: City Barns  
City Hall  
Fire Stations  
OECD  
Parks Dept  
Police Dept  
Sanitation Dept  
Sanitation Plant