

**\* \* \* NOTICE \* \* \***

The City of Bradford's, Office of Economic and Community Development is accepting applications for the position of "Main Street/Elm 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 January 15, 2019.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This will be a full-time position, working 37.5 hours per week, with some evening and weekend time requirements for events and meetings. The Main Street/Elm Street Coordinator will be an employee of the City of Bradford with offices located in the annex of the Old City Hall Building and the Office of Economic and Community Development.

The position of Main Street/Elm Street Coordinator is funded by the City of Bradford's Office of Economic and Community Development. The Main Street/Elm Street Coordinator will assist the Main Street Manager with developing and maintaining programs and actions that are consistent with the Main Street Four Point Approach to enhance the physical appearance, promote, organize and strengthen the economic base of historic downtown Bradford and the OECD's Executive Director with neighborhood improvements in accordance with the Elm Street Program and other community development activities in the City of Bradford. The Main Street/Elm 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 an Associate degree in retail, communications, hospitality, marketing or business field or a college degree in a similar field or experience working in a similar field of business.

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, OECD Executive Director