



**The Downtown Bradford Revitalization
Corporation Seeking A:**

Main Street Event Coordinator

Your Role:

The Main Street Event Coordinator will work with the DBRC, Downtown Bradford Business District Authority (DBBDA) and the OECD to develop, coordinate, promote and oversee events to be held in the City of Bradford's downtown historic district.

This is a part time, contracted position with an hourly rate.

Position will require some evening and weekend time requirements for events and meetings.

The Event Coordinator may work from their home or at the office of the Office of Economic and Community Development (OECD).

Qualifications:

- Applicant shall have at minimum a high school diploma.
- Some experience in retail, marketing, communications or business.
- Be a self motivated, organized, positive and energetic individual with strong leadership skills
- Have strong verbal and written communication skills,
- Knowledge in computers and social media.

Apply:

Please submit letter of interest and resume to the DBRC

By Mail at: PO Box 490 Bradford, PA
16701 or

by e-mail to sandrews@bradfordpa.org.

Application Accepted Until : March 29, 2024