



## Missouri Main Street Connection Job Description

<b>Job Title:</b>	Program Outreach Coordinator		
<b>Location:</b>	Must live in Missouri		
<b>Salary Range:</b>	\$50,000 - \$60,000 (includes benefits package)		
<b>Travel Required:</b>	Yes – Up to 50% of the year	<b>Date posted:</b>	September 28, 2018
<b>Position Type:</b>	Full Time	<b>Posting Expires:</b>	October 29, 2018

**Applications Accepted Until October 29, 2018 or position is filled**

**Please send, fax or e-mail resume, cover letter and 5 work related references.**

**Fax or E-mail:**

(417) 334-3059 or [info@momainstreet.org](mailto:info@momainstreet.org)

Subject Line: Resume Submission

**Mailing Address:**

Missouri Main Street Connection

Program Outreach Coordinator Position

PO Box 1066

Branson, Missouri 65615

**Missouri Main Street Connection (MMSC):** The State of Missouri launched a state-funded downtown revitalization program in 1989, and in 2005 MMSC became a not-for-profit program for the benefit of the communities throughout the state.

MMSC provides communities with the knowledge and tools to economically and physically revitalize their downtowns. MMSC works to ensure that the downtown districts in Missouri's cities and towns remain essential elements to their sense of community, their cultural heritage and to the state's economy. Downtown revitalization is encouraged through economic development *within the context of historic preservation*. The primary purpose of a local Main Street® Program is to ensure the long-term success of each downtown by creating, educating, training and empowering a comprehensive, professional, volunteer-based downtown revitalization organization.

MMSC assists communities in the development of a local organization that adopts the Main Street® principles and utilizes those principles daily. MMSC provides on-site consultation and technical assistance to local programs selected through an application process. Quarterly workshops, training sessions and conferences are also utilized to prepare local Main Street groups for a wide range of revitalization efforts.

Results of this comprehensive effort include new businesses, job growth, façade renovations and restorations, special events and festivals which build tourism, and streetscape and infrastructure improvements, all of which result in a renewed confidence in downtown.

MMSC Staff works truly as a team with respect for each other and pride in our work. We rely on each other to help accomplish our goals. We work hard, we enjoy our work and we have fun together, which makes it exciting and rewarding.

### Job Description

**Job Purpose:**

The Program Outreach Coordinator works collaboratively within the MMSC team and is responsible for assisting the State Director of MMSC and the Community Development Director with management, administration, and implementation of the statewide Main Street Program that utilizes historic preservation as an integral foundation for downtown revitalization and economic development. The Program Outreach Coordinator will support the effort to maintain a consistent, quality program of services that will result in the transferences of the Main Street Four Point Approach® to communities throughout the state and will increase the potential success in all downtown revitalization activities. The Program Outreach Coordinator will primarily work with start-up communities beginning to implement downtown revitalization strategies.



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### Duties:

- **Work with Missouri Communities** – to schedule, plan and implement on-site technical and organizational assistance visits for MMSC communities.
  - To coordinate, plan and implement services to the new communities as selected by MMSC.
  - To provide technical assistance, support and advice to all local program directors and board members, if requested by the State Director or Community Development Director, for specific solutions to local downtown revitalization issues within organizational development, program implementation and sustainability, fundraising, board of directors training, small business assistance, and volunteer development.
  - Working closely with the Community Development Director and State Director, develop and facilitate presentations and educational materials for related downtown revitalization topics.
  - Assure that MMSC communities comply with the terms of their agreements with MMSC and that MMSC performs services as stated in the said agreements.
  - Answer e-mail and telephone inquiries and respond to questions and requests for information materials.
  - Actively participate in the growth of MMSC through fundraising and advocacy in building additional resources to grow MMSC's base in reaching additional communities with services.
  - Assist with planning, scheduling and implementation of application workshops as budget allows and participate in the review process for the MMSC grant applicants.
  - Collect and compile community progress reports from assigned MMSC communities.
  - Assist the MMSC team with planning and implementation of the state conference, quarterly trainings, directors' meetings and other special projects and events as requested.
  - Assist the MMSC team with public relations and educational projects.
  - Other duties as assigned by the State Director or Community Development Director.
- **Assist MMSC State Director and other Staff** - to communicate as a statewide advocate for downtown revitalization and MMSC.

### Skills/qualifications:

- The Program Outreach Coordinator should have a degree in a discipline related to downtown revitalization such as architecture, historic preservation, economics, community development, finance, public relations, design, journalism, planning business administration, public administration, retailing, volunteer or nonprofit administration and/or small business development. The Program Outreach Coordinator must be sensitive to design and preservation issues.
- The Program Outreach Coordinator should have had at least four years of progressive responsible experience in the administration of a State Main Street Program and/or downtown revitalization program, with a full understanding and execution of the National Main Street Four Point Approach® to revitalization.
- In addition, skills and qualifications necessary: dependable, meeting facilitation, dynamic self-starter, excellent oral and written communication skills, confident fundraiser, advocacy skills, strong computer skills, effective time management skills, travel independently, travel around the state up to 50% of the time, frequent evening assignments, overnight travel required, reliable vehicle for statewide travel and valid driver's license.
- Other skills necessary are the ability to communicate effectively with colleagues of all levels, be a team-builder, is able to proactively manage peaks and flows of workload, solves problems quickly and effectively, completes multiple tasks on time, builds and maintains positive relationships, creates positive energy in the face of challenges and is an active listener.