

CAREER OPPORTUNITY

with the

City of Elberton

The City of Elberton is currently seeking qualified applicants for the Main Street Elberton program. We offer a competitive compensation package including several fringe benefits such as Paid Vacation and Sick Leave, Paid Holidays, Group Medical and Dental Insurance, Employer Provided Life Insurance, Employer Provided Long-term Disability Insurance, and Two Retirement Plans—a defined benefit pension plan at no cost to the employee, and a defined contribution plan that matches employee voluntary contributions up to 4% of salary.

Main Street Program Coordinator – Responsible for coordinating activity within the downtown revitalization program including special events, promotions, planning, communications, and membership and media relations. Candidates must be available to work some non-standard hours during special events in the evenings and on weekends. Successful candidates should have experience in event planning, communications, public relations, marketing, business administration, or any combination of experience in these core areas. Previous experience working with volunteers or a non-profit entity is a plus. Strong computer and software skills, including social media, are desired. Retail sales, business, or real estate experience is a plus. This is a full-time position. However applicants desiring part-time work will be considered. Compensation will be based on qualifications.

The position requires a High School Diploma or GED equivalent, a driver's license, and successful completion of pre-employment screenings. Any person interested in applying may do so by obtaining an application from Elberton City Hall, 203 Elbert Street, Elberton, GA 30635, Monday through Friday, 8:00 a.m. to 4:30 p.m. Interested candidates should submit an application immediately.

The City of Elberton is an Equal Opportunity Employer and a Drug-Free Workplace.