



103 E. Alpine St., Ste. 2
Siloam Springs, AR 72761
479.524.4556
mainstreetsiloam.org

Call for Applicants: Main Street Siloam Springs Downtown Development & Promotions Director

Main Street Siloam Springs, Inc. is seeking an eager, qualified professional to join our staff in the work of preserving and enhancing downtown Siloam Springs as a vibrant destination where our community springs to life.

The open position will offer 25 hours of work each week as Downtown Development and Promotions Director. The compensation range is \$10 -\$15/hour, dependent upon experience. Expected start date is July 1, 2015. This staff member will work closely with the Main Street Siloam Springs Executive Director to complete all aspects of the organization's work, with specific emphasis on events and promotion. The position will help plan and execute all events in Main Street's yearly calendar, develop resources for the organization by executing event sponsorship obligations, coordinating donor and volunteer recognition, and managing/developing brand materials. This staff member will also promote events and downtown businesses through facebook and enewsletter marketing. He or she will work at all times with the Main Street team to keep clear financial and donor records, and communicate with volunteers to provide support and resources as needed.

Main Street is seeking an applicant who will actively strive to understand the culture and brand aesthetic of the organization and of downtown, and who can bring creativity and enthusiasm to their role. Applicants must be organized, efficient, and able to think proactively and linearly about details and tasks for upcoming events and projects. This staff member will be expected at all times to maintain excellent communication etiquette, respect others and help other staff when possible, and seek to fulfill the vision and mission of Main Street Siloam Springs. Fluency in Spanish is a highly valued ability. Applicants should expect some level of physical rigor, including walking throughout the downtown district regularly, as well as lifting boxes and transporting materials as necessary for projects and events. Mileage will be reimbursed at the average rate.

Applicants with experience in event production, marketing and/or communications are preferred. Proficiency in Word and Excel is required.

Main Street Siloam Springs, Inc., a 501c3 non-profit organization, is a downtown revitalization program that enacts economic development through historic preservation. An accredited National Main Street Center member, Main Street Siloam Springs works in the areas of design, organization, promotion and economic restructuring to preserve and enhance downtown Siloam Springs as a vibrant destination where the community springs to life.

Interested applicants should email as (an) attachment(s): a one page cover letter, along with a résumé and three references by June 5, 2015 to:

Morgan Scholz
Current Downtown Development & Promotions Director, Main Street Siloam Springs
morgan@mainstreetsiloam.org