St Cloud Main Street
Program Manager

About St Cloud Main Street, the downtown Main Street District is an award-winning Florida Main Street district operated by its board of directors. St Cloud Main Street is a 501(c)(3) non-profit organization whose mission is to plan, promote, and advocate to sustain an eclectic, vibrant.
District community while preserving its unique historic character.

Essential Job Functions:
The Program Managers are responsible for assisting the Main Street Executive Director with various tasks involved in supporting the Main Street office and implementing Main Street projects. The hope is for this staff member to become a potential candidate for the executive Director role should.
the opportunity arises. All essential job functions will be directed and supervised by the Executive Director, and will include but are not limited to:
•	Relaying information to Main Street members and others via visits, phone, and email
•	Attending and taking minutes for some Main Street committee meetings
•	Attending to basic office tasks, including answering telephones, greeting visitors, filing, data entry, and keeping the office organized, clean, professional, and welcoming.
•	Ensuring that office visitor information and materials are complete and updated.
•	Distributing Main Street promotional and collateral materials
•	Creating social media content to promote the Main Street District and its members.
•	Developing Main Street sponsors, donors, and members
•	Assisting in all respects (planning, promotion, execution) with Main Street events
•	Assisting with recruiting, training, and managing Main Street volunteers and interns
•	Flexibility to accommodate a work schedule that occasionally includes evenings and weekends.

Education/Experience/Skill Requirements:
•	Work experience in fundraising, marketing, graphic design, or event planning.
•	Excellent interpersonal skills: active listening and effective, professional communication
•	Dependability: committed team player, strong work ethic, accountability, and regular reporting
•	Excellent organizational skills, effective time management, and multi-tasking
•	Excellent clerical skills, including filing, data entry, copying, and other duties as assigned.
•	Proficient computer skills, including word and spreadsheet processing, with great attention to detail and high level of accuracy.
•	. Proficiency with social media, including Facebook and Instagram
•	Ability to use own smart phone for work calls, texting, photography, and videography.
•	Physical ability to frequently walk a Multi block radius for community visits.
•	Valid driver's license and reliable transportation

Hours: average of 40 hours per week

Salary: $20 per hour

To Apply: Email a cover-letter, resume, work sample, and contact information for two professional references to Paula Stark at paula@stcloudmainstreet.org