

Job Title: Downtown Development Authority Coordinator

Job Description: This position is responsible for support of downtown businesses, including tenants in the Paris Business Center, as well as innovative projects, programming, events, trainings, and relationship building to encourage entrepreneurship, economic development, and community engagement. The Downtown Development Coordinator will provide support to the Economic Development (EC) Director, Downtown Development Authority (DDA), and city administration by promoting existing downtown businesses; encouraging entrepreneurship, redevelopment and new development; and creating opportunities for business owners and community members to come together for unique, creative, meaningful, and engaging experiences in downtown Hiawassee.

Typical Duties and Expectations Paris Business Center (PBC) Coordinator

- On-site staff person during core hours (M-F, hours TBD); “Front of House” interaction
- Provide tours and manage leasing and membership processes within the PBC from sign-up to separation; administer tenant and member management program including collection of fees and lease payments
- Resolve support requests from members and tenants; provide ongoing proactive communication and respond to questions, concerns, and ideas
- Serve as active liaison between PBC tenants and members and the EC Director and DDA
- Provide monthly report to the DDA reflecting membership levels, operations, and any other relevant information; additional reports to DDA as needed
- Provide monthly financial report to finance staff and EC Director reflecting rent payments and fees collected; additional financial reports as needed
- Manage all PBC leases and rental agreements including payment tracking, communication regarding monthly payments as well as annually adjusted Common Area Maintenance (CAM) charges, and coordination with finance staff, EC Director and DDA
- Assist with maintaining strong relationships with relevant partners
- Maintain DDA and PBC calendar and schedule, coordinate functions and events with other local calendars
- Maintain accurate records regarding space utilization, program participation and other metrics as needed to maintain compliance with various administrative requirements of operating the Paris Business Center
- Assist with the preparation of any necessary forms, reports and other communications
- Occasionally be available to participate in events/activities outside of core hours
- Day-to-day facility management: order supplies, identify maintenance and repair items, assist with vendor communication and coordinate vendor services and supplies
- Assistance executing marketing of DDA and PBC programs, projects and activities, including websites, working with media representatives, print and social media
- Attend monthly DDA Board Meetings and such other meetings as necessary to understand and execute the responsibilities required
- Other duties as assigned

Supervisory Controls

- This position is under the direct supervision of the Economic Development Director

Preferred Education/Qualifications

- entrepreneurial, energetic, visionary, well-organized and capable of functioning effectively in a very independent environment
- H.S. grad required
- College preferred
- Broad work experience in business environments utilizing comparable skills required; small business experience preferred
- Excellent verbal and written communications skills required
- Proficiency with computers, job-related software, including spreadsheets and databases and online/social media marketing outlets.
- Must demonstrate an understanding of bookkeeping and financial record-keeping and reporting.
- Experience in a non-profit organization is preferred
- Excellent organizational skills are essential
- Prior work with DDA's, Main Street Program®, planning or other public authorities preferred
- Experience in local government preferred
- Experience using software for design of social media posts, marketing & promotional materials
- Must possess a valid driver's license
- Ability to successfully pass a background check and drug test