



POSITION:	Main Street & Events Coordinator
DEPARTMENT:	General Administration
JOB TYPE:	Full-time
SALARY:	Minimum \$45,000 or commensurate with experience
POSTED:	11/8/2023
CLOSING DATE/TIME:	Until Filled

The City of Monroe is now accepting applications for the position of Main Street Coordinator. This position is responsible for business support within the downtown area and overseeing special event activity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications & Experience:

- Bachelor's degree from a 4-year accredited college or university in Business & Public Administration, Public Relations, Marketing, Hospitality, or other closely related area
- Successful event facilitation

Skills & Abilities:

- Excellent oral and written communication
- Attend meetings, conferences, & trainings as required
- Exceptional organizational practices
- Event management & ability to work flexible schedules
- Knowledge of public administration principles
- Knowledge of city ordinances, policies & procedures
- Knowledge of downtown development techniques & processes
- Knowledge of historic preservation issues & concerns
- Strong group facilitation & team-building skills

The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at

Sjohnson@MonroeGA.gov



*Applications are also available at & may be returned to City Hall, 215 N Broad St, Monroe, GA 30655. The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty(random) drug testing.