

**Job Title: Downtown Development Coordinator**

Full Time    Part Time    Temporary    Seasonal

**Department: Community Development**

**Closing Date: Open Until Position Filled**

**Application Information:**

Interested and qualified people should complete a City of Tallapoosa Employment Application at Tallapoosa City Hall, 25 E. Alabama Street, Tallapoosa, GA 30117 or available on the city website ([www.tallapoosaga.gov](http://www.tallapoosaga.gov)) Resumes can also be attached.

**Contact Name:** Suzy Montalto, City Clerk

**Contact Number:** 770.574.3105 | [smontalto@tallapoosaga.gov](mailto:smontalto@tallapoosaga.gov)

**Position Summary**

The City of Tallapoosa is seeking a Downtown Development Coordinator. The position requires an energetic, results-oriented professional enthusiastic about the future of the City of Tallapoosa. The coordinator will be responsible for coordinating all economic development interests, downtown promotional activities & special events, and assisting with grant applications. Reports to the City Manager.

***Essential Duties and Responsibilities***

- Planning, developing and executing the downtown master plan.
- Work on attaining Main Street status.
- Retain, grow, and recruit retail and other businesses to enhance the downtown business environment.
- Track vacant/available space for potential businesses.
- Organize, manage and promote Downtown events and festivals.
- Facilitate communication between businesses and community.
- Works collaboratively with city staff to identify, and apply for, various downtown and neighborhood development grants.
- Promote downtown area through marketing and public relation initiatives.
- Assists staff with downtown developers to utilize the Enterprise and Opportunity Zone incentives where appropriate. Also helps historic building preservation work to qualify for state tax abatements and incentives.
- Provides administrative support for the DDA.

**Qualifications**

Education and experience requirements include a high school graduate at minimum, with three years of experience in sales, marketing, or communications fields. Associates or Bachelor's degree in a related field is desired. Experience working closely with volunteers, volunteer organizations, or in the marketing/promotions/communications profession. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities may be considered.