

# City of Pelham



## Job Opening

The team at the City of Pelham is looking for candidates to fill the position of:

Downtown Development Authority (DDA) Director / Main Street Program Director

The City of Pelham is a small rural South Georgia community, rich in tradition and committed to community growth and making it one of the best in the region. The job opening plays a vital role in the economic development and revitalization of the City.

### Responsibilities:

- Downtown Development Authority Director works with the Downtown Development Authority and other authorities to attract new economic development to the city and downtown area.
- Main Street Director coordinates activity within a downtown revitalization program, which utilizes historic preservation as an integral foundation for downtown economic development.
- Community Coordinator is responsible for facilitating, promoting, and ensuring community activity planning and development and negotiating and monitoring community initiatives to secure and monitor opportunities for community development.

### Required Qualification:

- Graduate of a four-year college or university
- Major coursework in business, marketing, public administration, planning or a field related to downtown development
- Knowledge of effective marketing, public relations, and social media strategies
- Self-motivated and organized
- Ability to establish and maintain cooperative working relationships

### Preferred Qualification:

- 3 years of experience with economic development and/or Main Street

Minimum starting salary is \$33,000 DOQ, with a competitive benefit package, deadline for submissions is Jan 31, 2020 or until position is filled.

The City of Pelham is an Equal Opportunity Employer and Drug Free Workplace.

Further information on the position is available at  
<https://www.cityofpelhamga.com/HumanResources.aspx>

How to Apply:

Send Cover Letter, Resume, 3 References, and a City application to

Craig Bennett

City Manager

108 Hand Ave W

Pelham, GA 31779

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[cbennett@cityofpelhamga.com](mailto:cbennett@cityofpelhamga.com)