



Missouri Main Street Connection Job Description

Job Title:	Operations and Resource Support		
Location:	Branson, Missouri		
Salary Range:	\$30,000 – \$40,000 plus benefits depending on experience		
Travel Required:	Occasional	Date posted:	July 27, 2022
Position Type:	Full Time	Posting Expires:	August 23, 2022

Applications Accepted Until August 23, 2022 or position is Filled

Please e-mail resume, cover letter, and 3 work related references.

E-mail: diane@momainstreet.org

Subject Line: Operations and Resource Support

Office phone: 417-334-3014

Office Address:

Missouri Main Street Connection
3044 Shepherd of the Hills Expressway, Suite 214
Branson, Missouri 65616

Missouri Main Street Connection (MMSC): The State of Missouri launched a state-funded community revitalization program in 1989, and in 2005 MMSC became a not-for-profit program for the benefit of communities throughout the state.

MMSC provides communities with the knowledge and tools to economically and physically revitalize their communities. MMSC works to ensure that the historic commercial districts in Missouri’s cities and towns remain essential elements to their sense of community, their cultural heritage, and to the state’s economy. Downtown and district revitalization is encouraged through economic development *within the context of historic preservation*. The primary purpose of a local Main Street program is to ensure the long-term success of each community by creating, educating, training, and empowering a comprehensive, professional, volunteer-based downtown revitalization organization.

MMSC assists communities in the development of a local organization that adopts the Main Street principles and utilizes those principles daily. MMSC provides on-site consultation and technical assistance to local programs selected through an application process. Quarterly workshops, training sessions, and conferences are also utilized to prepare local Main Street groups for a wide range of revitalization efforts.

Results of this comprehensive effort include new businesses, job growth, façade renovations and restorations, special events and festivals which build tourism, and streetscape and infrastructure improvements, all of which result in a renewed confidence in historic commercial district.

MMSC Staff works as a collaborative team bringing together our different experiences and viewpoints with respect for each other and pride in our work. We rely on each other to help accomplish our goals. We work hard, we enjoy our work, and we have fun together, which makes it an exciting and rewarding career.



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Job Purpose:

The Operations and Resource Support works collaboratively to assist the MMSC team with support for administration and implementation of the statewide Main Street Program that utilizes historic preservation as an integral foundation for community revitalization and economic development. The primary purpose is to support efforts of MMSC grant writing with the Strategic Partnership Coordinator and actively assist office administration and management as directed by the State Director.

Duties:

- Assist the Strategic Partnership Coordinator to submit grants and do grant research throughout the year as planned.
- Research grants and develop resources for MMSC to support community grant needs.
- Manage office operations while working closely with the State Director.
- Creative writing of educational materials and stories of MMSC as well as lead proofer of MMSC materials.
- Work closely with team members, answer e-mail and telephone inquiries, and respond to questions and requests for information materials.
- Assist the MMSC team with planning and implementation of the state conference, quarterly trainings, directors' meetings, and other special projects and events as requested.
- Other duties as assigned by the State Director.
- Actively participate in the Staff Action Plan as designated.
- Assist MMSC State Director and other Staff to communicate as a statewide advocate for downtown and district revitalization and MMSC.

Skills/Qualifications:

- The Operations and Resource Support should have a degree in a discipline related to downtown revitalization such as historic preservation, community development, finance, public relations, journalism, business administration, public administration, volunteer or nonprofit administration, and/or small business development. The Operations and Resource Support must be sensitive to design and preservation issues.
- Preferred that the Operations and Resource Support have a full understanding of the execution of the Main Street Approach™ to revitalization.
- Knowledge and experience of general office management best practices.
- Preferred that the Operations and Resource Support have grant writing experience. Excellent writing skills are a must.
- The right candidate should have the ability to communicate effectively with colleagues of all levels, be a team-builder, and have a commitment to the organization. They should plan and organize work effectively while proactively managing peaks and flows of workload; solve problems quickly and effectively; have the ability to create positive energy in the face of challenges; complete multiple tasks on time; be an active listener; and build and maintain positive relationships.



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- Skills and qualifications necessary include: dependability, develop and create PowerPoint presentations, possess excellent oral and written communication skills, advocacy skills, effective time management skills, be able to travel independently if requested, occasional overnight travel required, reliable vehicle for statewide travel, and valid driver's license.
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely manner. Strong organizational skills required.
- Must have strong computer skills and the ability to continually develop skills related to use of rapidly changing technology and communications best practices.
- Basic project-organizational skills. Ability to collaborate and to achieve results with moderate supervision.
- Ability to adapt and be flexible in a dynamic and fast-paced work environment, including working effectively with frequent interruptions and handling changing and/or unscheduled tasks with accuracy.
- Regular and reliable attendance required.

Physical Demands:

- The physical demands of this position described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Ability to move up to 50 pounds
 - Occasionally ascending/descending stairs or short ladder
 - Operate office equipment including but not limited to a computer, keyboard, copier/printer, and telephone
 - Other physical demands as required