



Missouri Main Street Connection Job Description

Job Title:	Program Specialist		
Location:	Must live in St. Louis or be willing to relocate to St. Louis area		
Salary Range:	Base salary negotiable starting at \$85,000 plus an extensive benefits package depending on experience		
Travel Required:	Yes – Up to 50% of the year	Date posted:	July 27, 2022
Position Type:	Full Time	Posting Expires:	August 23, 2022
Applications Accepted Until August 23 or Position is Filled			
<p>Please e-mail resume, cover letter, and include 3 work related references.</p> <p>E-mail: diane@momainstreet.org</p> <p>Subject Line: Program Specialist</p> <p>Office phone: 417-334-3014</p>	<p>Mailing Address:</p> <p>Missouri Main Street Connection PO Box 1066 Branson, Missouri 65615</p>	<p>Office Address:</p> <p>Missouri Main Street Connection 3044 Shepherd of the Hills Expressway Suite 214 Branson, Missouri 65616</p>	
<p>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.</p> <p>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 <i>within the context of historic preservation</i>. 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.</p> <p>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.</p> <p>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.</p> <p>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.</p>			



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Job Purpose:

The Program Specialist works collaboratively within the MMSC team and is responsible for assisting the State Director and State Community Development Director with implementation of the statewide Main Street Program that utilizes historic preservation as an integral foundation for historic commercial district revitalization and economic development. The Program Specialist will support the effort to maintain a consistent, quality program of services that will result in the transferences of the Main Street Approach™ to St. Louis districts and communities throughout the state. The Program Specialist will primarily work with St. Louis districts and assist with start-up communities across the state to implement revitalization strategies to increase the potential success in all community revitalization activities.

Duties:

- Work with St. Louis districts and Missouri communities to schedule, plan, and implement on-site technical and organizational assistance visits for MMSC communities.
- Provide technical assistance, support, and advice to all local program directors and board members as required. This assistance will include specific solutions to local revitalization issues within organizational development, program implementation and sustainability, fundraising, board of directors training, small business assistance, and volunteer development.
- Develop and facilitate presentations and educational materials for related district and downtown revitalization topics. Ensure that online surveys of presentations are distributed.
- Assure that MMSC communities comply with the terms of their agreements with MMSC and that MMSC performs services as stated in said agreements.
- Answer e-mail and telephone inquiries and respond to questions and requests for information materials.
- Actively participate in the growth of MMSC through fundraising and advocacy in building additional resources to grow MMSC's base in reaching additional communities with services.
- Creative writing of educational materials and stories of MMSC work in the field.
- Assist the MMSC team with planning and implementation of the state conference, quarterly trainings, directors' meetings, and other special projects and events as requested.
- Actively participate in the Staff Action Plan as designated.
- Assist the MMSC team with public relations and educational projects.
- Other duties as assigned by the State Director or State Community Development Director.
- Assist MMSC State Director and other staff to communicate as a statewide advocate for downtown and district revitalization and MMSC.

Skills/Qualifications:

- The Program Specialist should have a degree in a discipline related to downtown revitalization such as architecture, historic preservation, economics, community development, finance, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration and/or small business development. The Program Specialist must be sensitive to design and preservation issues.



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- The Program Specialist should have had at least **ten years** of professional-level experience engaging with local government entities, foundations, budgeting, staffing, program management and leading teams to generate high-quality results.
- Experience with Main Street is highly desired but not required. Experience in the fields of community economic development, planning, and/or architecture is required.
- Demonstrated success in engaging with culturally diverse audiences and partners, connections within culturally diverse professional, social or community affinity groups preferred. Able to communicate effectively about identities such as race, ethnicity, sexual orientation, class, ability, or gender in plain specific terms as they relate to cultural heritage and community development.
- 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 and 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.
- Skills and qualifications necessary include: dependability, meeting facilitation skills, ability to make effective and informative presentations, develop and create PowerPoint presentations, be a dynamic self-starter, possess excellent oral and written communication skills, advocacy skills, strong computer skills, effective time management skills, be able to travel independently, travel around the state up to 50% of the time, frequent evening assignments, 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