

**CONNECTICUT MAIN STREET CENTER**  
**Seeking an Accomplished Communications & Office Manager**

**The Connecticut Main Street Center (CMSC)** seeks a well rounded office manager and communications professional. This state wide agency operates with a small but expanding staff. The manager is responsible for the day-to-day operations of the organization by reliably providing key administrative and communications functions. Job is located in downtown Hartford, CT.

**Who we are:**

At Connecticut Main Street Center we help inspire great Connecticut downtowns, Main Street by Main Street. We serve as the champion and leading resource for vibrant and sustainable Main Streets as foundations for healthy communities.

We bring historic downtowns throughout Connecticut back to life by strengthening our downtowns and village centers. At the local level, we share our expertise and give people the tools to create powerful partnerships and vibrant communities. At the state level, we are the voice for programs and policies that advance the Main Street way of life in Connecticut.

Our work results in Main Streets where people of all ages, incomes and cultures can live, work, shop, and spend leisure time. Our Main Streets provide jobs, neighborhood services, and housing for all income levels while preserving historic buildings and filling them with a new mix of uses. Our Main Streets are increasingly walkable, promoting a healthy lifestyle. They generate tax revenues, create jobs and promote economic development for their locality and for the state.

**The ideal candidate will have:**

- College Degree and minimum 3-5 years general office management experience with marketing and communications focus;
- Superior communication and organization skills;
- Ability to work effectively in a fast-paced, deadline-driven environment with ability to manage multiple projects and deadlines;
- Self-motivated and self-directed with strong interpersonal skills; a team player;
- Excellent computer skills, including MS Office suite (Word, Excel, Access, PowerPoint, Publisher, etc.), web-editing;
- Experience and proficiency with social media (Constant Contact, Facebook, Twitter, etc.) as a communications tool in a professional business environment;
- Strong project management skills including organized and process-focused, attentive to detail and timelines; cost sensitive and accountable;
- Strong ability to communicate effectively with a wide range of people and communities;
- An appreciation for downtowns and willing to learn, and promote the Main Street Approach to Downtown Revitalization.

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## **Key Responsibilities**

### **Marketing & Communications**

- Manage Newsletter/Annual Report coordination and production and Monthly e-newsletter copy writing, layout & distribution;
- Assist with Annual Awards Program & Gala Event;
- Manage website content and update, routinely assess and improve effectiveness;
- Assist with educational events organization and logistical details: Downtown Revitalization Institute, etc.;
- Manage E-marketing program development and management (Constant Contact);
- Enable effective communications with diverse constituencies; significantly expand the use of social media;
- Write and distribute press releases.

### **Customer Service**

- Build relationships with and respond to members, partners, service providers, etc.;
- Manage communication with member network, including membership dues, reports, and welcome packages;
- Participate in planning and manage logistical details of member meetings and network events.

### **Office & Administrative Management**

- Maintain ongoing accuracy of data in MS Access database system and other contact lists; set up new databases and forms in Access as needed;
- Manage organization and logistical details of meetings, training workshops, tech visits: includes travel arrangements and hotel accommodations for staff and consultants, advance material to communities, etc.;
- Develop / maintain files, handbooks and organizational publications;
- Assist in the development / monitor marketing and office budgets; with CEO, manage financial management systems, coordinate with bookkeeper;
- Provide CEO with administrative support in fund development initiatives and board of directors' communications;
- Manage office space and internal communications systems, including CMSC group calendar, filing systems, office supplies, physical space issues, and screen incoming phone calls;
- Provide administrative support for President & CEO and other staff;
- Make bank deposits, pick-up, sort and distribute mail and run necessary errands.

### **Salary and Benefits:**

CMSC has established a competitive salary and benefits package that is appropriate for this position and commensurate with the qualifications & experience of the successful candidate. Free, on site parking is provided.

### **Application Process:**

Please send cover letter, resume and 3 references to: [info@ctmainstreet.org](mailto:info@ctmainstreet.org). No phone calls, please.

**CT Main Street Center is an affirmative action-equal opportunity employer.**