

Job Description
ASSISTANT DIRECTOR
Main Street Historic Chestertown

Main Street Historic Chestertown seeks a part-time Assistant Director to help the Executive Director, board, and committees in moving downtown revitalization projects forward.

The Assistant Director will be responsible for expanding, improving and updating the mainstreetchestertown.org website, keeping email lists current, and supporting committee work with tasks such as research and scheduling. The new position will also assist with grant writing and reporting, fundraising, and helping the Executive Director plan and oversee events and presentations, and providing reliable hands-on help at events and festivals. The Assistant Director may also join the ED at meetings when applicable.

The Assistant Director will be based at the Main Street Chestertown offices at Chestertown's Town Hall, with flexibility to work remotely as tasks allow. Hours will average 20 a week and salary will range depending on experience and skills. This is a part-time contractor position.

Main Street Historic Chestertown is a 501 (c) (3) nonprofit. Its mission is to “foster an inviting, diverse and prosperous downtown,” and its primary goals are 1.) facilitate an increase in the number and variety of successful downtown businesses, 2.) promote and support a diverse range of educational, cultural, entertainment and recreational activities that attract both residents and visitors to downtown, 3.) enhance downtown's streetscapes and waterfront to create an inviting living and working environment, and 4.) encourage an increase in the number of downtown residents.

Applicants should show an appreciation of Chestertown's assets and charms as well as an understanding of some of the challenges faced by small rural towns and their downtown business owners. They also should evidence a basic understanding of the goals and strategies embodied in the Main Street program, both nationally and State-wide.

Preferred Experience

Website content creation

Creation of emails

Marketing

Non-profit fundraising

Event planning and execution

CRM databases

Ordering and other administrative duties

To apply, send a resume and a letter conveying your interest in helping improve Chestertown's economic vitality and quality of life to Nina Fleegle, Executive Director, Main Street

Chestertown, P.O. Box 427, Chestertown, MD 21620 or email same to office@mainstreetchestertown.org.

Main Street Chestertown provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.