



## Job Advertisement

### Administrative and Events Coordinator

Downtown Wytheville Inc. is looking for an Administrative and Events Coordinator. This position will plan, lead, and execute events, place-making projects, and other special programs on behalf of Downtown Wytheville Inc. This position will also serve as administrative and direct support staff for the Executive Director and committee chairs of Downtown Wytheville Incorporated. Downtown Wytheville Inc, is a non-profit organization formed in January of 2014 and is comprised of dedicated community volunteers who work in partnership with the Town of Wytheville and other vested individuals, businesses and organizations to continue the mission to strengthen and revitalize the heart of our community. The most important characteristic of this person is a love of Wytheville and a true passion for our community as a whole. Our job is to better our community for our citizens the region and visitors alike and we are looking for a new team player to further or mission and vision.

The Administrative and Events Coordinator will perform skilled administrative tasks that require proficiency with specific computer programs including but not limited to Microsoft Office suite, word press website, and internet applications. The Administrative and Events coordinator must possess excellent social media, marketing and promotional skills, must have strong organizational and strong self-motivational skills; must manage time effectively and possess excellent written and verbal communication skills. The Administrative and Events Coordinator position will require some evening and weekend hours and some travel. The Executive Director is responsible for setting the work schedule. The maximum hours for this position will not exceed 40 hours per week.

Please see the full job description for all the details about the position.