



Office Manager Job Description

**222 E. Main Street
Suite 222
Port Washington,
WI 53074**

(262) 268-1132

pwmainstreetdirector@gmail.com

DowntownPort.com

The Office Manager is a 20 hour per week part-time position reporting to the executive director. There is great flexibility in hours and days. This position will be an integral team member, in charge of daily operations, administration, and backend event coordination. Port Washington Main Street is a fast-paced environment with multiple projects and programs ongoing and launching regularly.

The ideal candidate will have administrative experience, strong communication skills, be detail-oriented, and be able to work independently on tasks as well as in a small team environment. Event planning experience, social media marketing and database management a plus.

Port Washington Main Street is a 501(c)3 non-profit organization with a mission of ensuring the vibrancy of our historic downtown and the businesses that make up our unique community. We are an accredited member of the Main Street America program, a national organization designed to revitalize historic downtowns. Through organization, promotion, design, and economic development, we help to build a strong downtown that is the community and commercial hub of our city.

Projects of Port Washington Main Street have included: the renovation of Franklin Street in 2008, City/Tourism/Main Street rebranding in 2014, Heart of the Harbor gathering place in 2021, launch of Downtown Port in 2022, Paint on Port Mural Program running 2023-2025, Harborview Corner revitalization in 2023 and many of the community events we all know and love.

Learn more about Port Washington Main Street at downtownport.com.

Duties of the manager:

Office Management

- Answer office phone
- Respond to general organization emails
- Schedule committee and board meetings, others as needed
- Manage financial deposits and transaction categorization
- Website content management
- Assist in administering the Associate Member Program, Facade and Main Street Grants, and other Main Street programs
- Constituent database management in Donorview - new e-newsletter subscribers, business updates, adding new sponsors, etc.
- Assist in document organization, archival and present
- Manage printer, office supplies, and general office tasks
- Other duties, as assigned

Event Administration

- Assist in planning and executing large-scale community events
 - Manage vendor and attendee registrations and fees
 - Coordinate volunteer signup and appreciation
 - Assist in ordering and organizing event supplies
 - Collate post-event survey responses for reporting
-

-
- Assist with social media creation and scheduling
 - Assist with day-of event preparation, running, and clean-up
 - Other duties, as assigned

If interested in the position, email Kristina Tadeo at pwmainstreetdirector@gmail.com with your résumé and a cover letter stating what you would bring to the Main Street team and why you are interested in the position.
