



Are you passionate about fostering vibrant downtown communities? The City of West Plains is seeking a dynamic and innovative Downtown Coordinator to lead our downtown revitalization efforts. This position will oversee a range of initiatives aimed at enhancing the economic vitality, historic preservation, and visual appeal of our downtown district. If you're ready to make a lasting impact and bring new energy to a growing area, this is the opportunity for you.

Key Responsibilities:

- Implement the Main Street 4-Point Approach in partnership with the West Plains Downtown Revitalization, Inc. (Downtown Board).
- Coordinate streetscape improvements, beautification projects, and historic preservation initiatives.
- Promote downtown events, festivals, and activities to attract visitors and residents.
- Collaborate with stakeholders to support business retention, recruitment, and economic development programs.
- Foster partnerships with community organizations, local businesses, and public agencies.
- Draft and enforce policies related to historic preservation and downtown development.
- Secure funding through grants, sponsorships, and fundraising initiatives.
- Maintain and enhance downtown marketing efforts, including websites and social media platforms.
- Represent downtown revitalization efforts at local, state, and national levels.

Qualifications:

- Five (5) years of experience in commercial district management, economics, small business development, public administration, historic preservation, or grant administration.
- Knowledge of downtown development challenges and opportunities.
- Proficiency with Microsoft Suite, Canva, and social media tools.
- Strong verbal and written communication skills.
- Proven ability to build and maintain effective working relationships with diverse stakeholders.

Why Join Us?

This is your opportunity to make a lasting impact on the heart of West Plains. You'll work alongside dedicated community members, city officials, and business leaders to shape a downtown district that is thriving, welcoming, and steeped in history. Be a catalyst for change. Join us in transforming downtown West Plains into a hub of culture, commerce, and community!

Salary and Benefits:

- The Downtown Coordinator has a salary range of \$20.68 - \$28.83 per hour, depending on qualifications and experience.
- A comprehensive benefit package is also offered, which includes:
 - Medical, Dental, Basic Life/AD&D and Long-Term Disability coverages offered at zero cost to the employee, with dependent coverage offered at the employee's cost.



WEST PLAINS

- Missouri Local Government Employee Retirement System (LAGERS) which is fully funded by the City (no cost to employee) with vesting after 5 years.
- Voluntary participation in Vision, Cafeteria Plan IRS Section 125, Deferred Compensation 457(b) Plans, Flexible Spending Account (FSA) and Supplemental Life, Accident, Cancer coverage, and an Employee Assistance Program (EAP).
- Generous paid time off (PTO) program in which new employees receive eight hours of PTO per pay period.

To Apply:

To be considered for employment, you must submit a completed City of West Plains application. Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.