



310 E. 4<sup>th</sup> Street  
Cedar Falls, IA 50613  
T: 319.277.0213  
[www.communitymainstreet.org](http://www.communitymainstreet.org)

**Position Description:** Officer Coordinator - assist with administrative needs and staffing the office.

Are you seeking a creative, visionary, and enthusiastic work environment? If you are organized and detailed-oriented, with the ability to multi-task then we are looking for you to join our team as the Community Main Street Office Coordinator. This is a part time position. To apply, submit cover letter, resume and contact information for three references to Kim Bear in the Community Main Street office: [director@communitymainstreet.org](mailto:director@communitymainstreet.org)

(Approximately 25 hours per week)

**Job Responsibilities:**

- Record daily financial transactions in QuickBooks and generate monthly reports
  - Prepare and file payroll and retirement payments including tax payments quarterly
  - Track gift certificate sales and maintain gift certificate logs
  - Perform general office duties and maintain all office supplies
  - Use graphic design skills to create organizational and event promotional materials
  - Prepare for monthly board meetings
  - Take and report accurate meeting minutes from the board meetings and other meetings as needed
  - Update and create website content as needed
  - Assist with maintaining the CMS calendar of events in all relevant locations
  - Update kiosk weekly or as needed
  - Maintain client databases and update as needed
  - Solid and demonstrated organizational skills to successfully coordinate multiple projects at one time.
  - Compile and edit monthly e-newsletters in Mailchimp and maintain distribution list
  - Work with Executive Director and Events and Volunteer Coordinator on projects as needed
- \* **Bonus**
- \* Proficient with Adobe Creative Suite
  - \* Proficient in website maintenance, social media strategies, photo editing, and graphic design experience.