



310 E. 4th Street
Cedar Falls, IA 50613
T: 319.277.0213
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 Carol Lilly in the Community Main Street office: cmsdirector@cfu.net

(Approximately 25 hours per week; will consider job-share option for the right candidates)

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
- Maintain and post CMS calendar of events in all relevant locations
- Update kiosk weekly or as needed
- Maintain client databases and update as needed
- Maintain binder for annual records
- Compile and edit monthly e-newsletters in Mailchimp and maintain distribution list
- Work with Executive Director and Events and Promotions Coordinator on projects as needed

* **Bonus – Proficient with Adobe Creative Suite**