



The Historic Cocoa Village Main Street (HCVMS) is pleased to announce the posting of the Executive Director position for recruitment and selection. This will describe the position and expected qualifications.

**Essential Job Functions:**

Manage the administrative aspects of the Main Street program. Develop and maintain systems to track the progress of the programs and file such reports as required by the State and National Main Street programs.

Represent the organization at local, State and national levels. Be the liaison with membership and the community at large, scheduling time each week to visit members and local businesses. Represent the organization at local meetings such as, but not limited to City and County council/board, Cocoa Redevelopment Agency, Chamber of Commerce, Port Authority.

Maintain the strong working relationship with the City of Cocoa and its agencies.

Facilitate the Board in developing relationships with emphasis on corporate partnerships and joint improvement activities. Coordinate the activities of the HCVMS committees. Assist each committee with the development and implementation of its work plan.

Develop and maintain ongoing public awareness and educational programs. Facilitate the digital and social media platforms, both existing and developing.

Activities include but are not limited to:

- Overseeing the production and operation of four (4) craft/art shows in Historic Cocoa Village and all other existing and new events that the Board of Directors may require.
- Maintain compliance with all City of Cocoa requirements, including but not limited to obtaining all venue reservations, permits and required follow-up.
- Coordinate handling of advertising, marketing and public relations as directed by the Board of Directors.
- In conjunction with the Budget Committee, in advance of each fiscal year, work with the Board of Directors to develop and estimated monthly income and expense budget for all events and operating costs.

**Skills:**

The ideal candidate will possess excellent verbal and written communication abilities; have knowledge and experience with social media platforms and marketing; be comfortable with Microsoft Word, Excel, Power Point and Publisher. We are looking for a strong and confident leader with team building skills.

**[www.VisitCocoaVillage.com](http://www.VisitCocoaVillage.com)**  
**[Facebook.com/HistoricCocoaVillage](https://www.facebook.com/HistoricCocoaVillage)**  
**[@HistoricCocoaVillage](https://www.instagram.com/HistoricCocoaVillage)**



**How to Apply:**

Submit your resume via email to Nancy Elliott (Secretary HCVMS) [nancyelliott@cfl.rr.com](mailto:nancyelliott@cfl.rr.com). Questions about the position should be submitted to same and include a best phone number. This invitation will be open until August 28, 2021, after which the review process will begin.

**Salary and Benefits:**

\$48,000-\$52,000, dependent upon qualifications and experience. Two weeks paid vacation. Paid sick days. No insurance. Expense reimbursements. Two additional part-time staff serving as events coordinator and accounts manager.

This agreement is based on a 40-hour work week. There will be no cash compensation for overtime hours, rather time off shall be awarded for any extra hours that may be required from time to time. *The nature of the organization's fund-raising events often requires weekend attendance and oversight. Physical stamina is also an important consideration in execution of duties.*