

## **Planning and Downtown Marketing Coordinator**

This position is under the direction of the Town Planner and Zoning Administrator and provides an opportunity for exposure to a wide variety of marketing and planning issues. The work duties will include downtown revitalization, planning related studies, GIS, working with Appearance and Design Commissions, working with Planning Board and Board of Adjustments, the Town Board of Commissioner's liaison for the Planning Department, facilitating community events, and additional responsibilities as assigned.

The Planning and Marketing position plays a key role in the Department of Planning and Development's current planning activities by working closely with downtown revitalization, community appearance commission and as a primary member of the planning staff. Williamston is an accredited North Carolina Main Street Community and this position will work with State-level staff and surrounding Main Street municipalities frequently to ensure that the Main Street Program's requirements are met and upheld.

A Bachelor's degree in marketing, Urban and Regional Planning or related field is required and minimum of 1 year professional marketing, planning experience, or equivalent combination is preferred.

Must possess valid NC Driver's License. Pre-screen drug test and criminal background check is required.

Salary depends on Qualifications and Experience. EOE.

Benefits include: Health insurance, shared cost of dental, life, and disability, longevity pay, vacation and sick time, and NC Local Government retirement.

OPEN UNTIL 2/19/2024

### **MAIL: NC State PD-107 Application, Cover Letter, and Resume to:**

Human Resources Administrator  
"Planning and Marketing Position"  
Town of Williamston  
P.O. Box 506  
Williamston, NC 27892