



83 W. Main Street Pulaski, VA 24301

Program Director

Pulaski On Main, Inc. is seeking to hire a Program Director. Pulaski On Main serves as the Town of Pulaski's primary downtown organization. The Program Director works under supervision of the Pulaski on Main Board of Directors. This is a part time position requiring 20-35 hours per week and may require availability on weekends and holidays.

Responsibilities include:

- Follow Virginia Main Street guidelines and implement The Main Street Approach which focuses on the Four Points:
 - Economic Vitality, Design, Promotion, and Organization
- Develop downtown economic development strategies based around historic preservation and utilization of Pulaski's human and economic resources.
- Market and promote the development of Main Street businesses and organizations.
- Create and maintain relationships with persons and groups involved with downtown development.
- Manage administrative aspects of Pulaski on Main including purchasing, record keeping, accounting, and grant preparation.
- Develop and conduct ongoing education and public awareness programs to raise awareness of the downtown district's assets, goals, and objectives.
- Identify and secure grant opportunities for downtown redevelopment.
- Assist with business recruitments, retention, and expansion including retail, restaurant, tourism, and manufacturing.
- Continue to learn more about commercial district revitalization and identify opportunities as they arise.
- Act as a Welcome Center and information source for visitors and investors.

This position requires knowledge of economic development, commercial district management, finance, public relations, business use planning and administration, retailing, and historic preservation.

Position will remain open until filled.

Interested parties may apply to the President of the Board:
Cathy Stripling - cathystripling@gmail.com - 703-282-2008

Pulaski On Main, Inc. is an Equal Opportunity Employer