



The City of Enterprise is currently looking for candidates to fill the position of:

Student Worker II with the Main Street Program

ABOUT THE MAIN STREET PROGRAM

The purpose of this program is to promote the civic, social, and economic welfare of the City of Enterprise. We exchange ideas, lend guidance for improved business practices, facilitate fundraisers, and encourage promotion, preservation and long term reinvestment of our Downtown. Our goal is to continuously seek development of Downtown as a center for professional service, government, retail, cultural and religious activity. In June of 2019, the City of Enterprise became a designated Main Street Community. Since the designation, Main Street Enterprise has flourished in the areas of Promotion, Design, Organization and Economic Vitality.

DUTIES:

In general, the student worker will work directly with the Main Street Director and responsibilities will vary depending on experience. Activities may include, but not limited to:

- Generate awareness and support for businesses located within the Main Street District
- Assist in planning and facilitating special events
- Research and develop community information to be utilized for various marketing projects (e.g. website, social media, brochures, etc.)
- Collecting local business information for monthly reporting
- Assist with drafting press materials and newsletter articles,
- Other daily office activities

PREFERRED QUALIFICATIONS:

- Pursuing a degree in digital multimedia, public relations communications or similar field
- Ability to navigate social media and social networking sites
- Represent the City of Enterprise in a professional, positive and appropriate manner
- Strong written and verbal skills
- Ability to work independently
- Detail-oriented
- Ability to work with-in deadlines
- Has a positive attitude and willingness to expect the unexpected day-to-day

COMPENSATION:

- \$8.50 per hour
- Estimating 15-20 hours per week; however, may vary due to work load. All hours must be pre-approved by Main Street Director
- Some Saturdays required

This position will remain open from 5/24/21-6/7/21. To apply, please visit www.governmentjobs.com/careers/enterpriseal and search Student Worker II.

For more information regarding the position and qualifications, interested candidates are encouraged to visit our website: www.enterpriseal.gov. The City of Enterprise is an Equal Opportunity Employer.