

Planning and Downtown Marketing Coordinator

This position is under the direction of the Town Planner/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, facilitates assigned 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 (Williamston is Main Street Community), community appearance commission and as a primary member of the planning staff. The position requires a self-starter and applicants must possess strong written/oral communication skills, tact, self-confidence, strong computer skills (specifically with ArcView 10.3), and the ability to develop and interpret relevant ordinances. Position requires evening and weekend work periodically.

A Bachelor's degree in Marketing, Urban and Regional Planning or related field is required and minimum of 1 year professional marketing or 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 FILLED

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