

Job Description

Historic District Commission Coordinator responsibilities with other Volunteer Organizations

As established by contracts between the DDA the Historic District Commission (HDC) and other Volunteer Organizations (VO), the DDA Coordinator will provide the following:

- Coordinate the activities and programs of the HDC & VO with the Village, DDA, and other organizations.
- Carry-out daily business activities of the HDC & VO including answering phone calls, collecting and distributing mail in an appropriate manner, prepare newsletter, maintain member and non-member contact lists.
- Act as public relations coordinator on behalf of the HDC & VO by preparing news releases for events, prepare advertising, assemble and disseminate information and material as necessary.
- Provide for updated information to be posted and maintained on various websites.
- Draft and disseminate a quarterly newsletter.
- Plan, coordinate, and over-see various events and volunteers for HDC & VO activities.
- Attend meetings, prepare and maintain meeting agendas and minutes on behalf of the HDC & VO in coordination with the DDA.
- Other duties and activities as assigned by the HDC & VO.