

**TAPPAHANNOCK MAIN STREET**  
**EVENTS & MARKETING COORDINATOR**

**JOB DESCRIPTION:**

Tappahannock Main Street is seeking a part-time Events & Marketing Coordinator. The primary responsibility of the Coordinator is to assist the Executive Director with the daily tasks of running Tappahannock Main Street (TMS) in accordance with our mission. This part-time job offers the opportunity to grow and learn as part of a small, dynamic nonprofit team. The Events & Marketing Coordinator will be responsible for overseeing the Tappahannock Farmers' Market and other community events. In addition, the Events & Marketing Coordinator will take a leadership role in social media as well as assist with other administrative duties as assigned.

**ABOUT TAPPAHANNOCK MAIN STREET:**

Tappahannock Main Street (TMS) is a 501(c)3 non-profit dedicated to creating a vibrant future for a diverse, historic Tappahannock, attracting residents, visitors and businesses to our river town. Our organization is focused on embracing unique opportunities to support small business growth and development, creating a strong support network of like-minded entrepreneurs, and reintroducing citizens to downtown through events and activities. To learn more, please visit [www.tappahannockmainstreet.org](http://www.tappahannockmainstreet.org).

**JOB DUTIES:**

- Oversee the vendor recruitment, management, marketing, and growth of the 8-month Tappahannock Farmers' Market (one of our key programs).
- Work closely with Executive Director on organizing and executing community and business development events. Duties include facilitating committee meetings with volunteers, communicating with vendors, coordinating with local businesses and managing logistics.
- Assist in planning social media campaigns with the Executive Director.
- Update and oversee community management system database.
- Attend special events representing Tappahannock Main Street.
- Other administrative duties as assigned but may include (but not limited to): Answering phone and emails inquires, keeping our office tidy, prepping for and cleaning up after office meetings, organizing and filing office materials, and office errands.

**MINIMUM QUALIFICATIONS:**

- Organized and self-motivated
- Possess strong verbal and written communication skills
- Value relationships and community building
- Enjoy working with diverse stakeholders
- Passionate about Tappahannock and Essex County
- Customer service oriented
- Dependable yet flexible

**PREFERRED EXPERIENCE:**

- Special events management
- Volunteer coordination
- Donor engagement

- Project coordination
- Grant writing
- Main Street affiliation
- Non-profit experience

SALARY AND REQUIREMENTS:

This is a part-time, hourly position. The position has the ability to have a flexible work schedule, but will include some nights and weekends. Compensation ranges per hour based on experience.

TO APPLY:

Please send cover letter and resume to [director@tappahannockmainstreet.org](mailto:director@tappahannockmainstreet.org).