



# TOWN OF MANCHESTER



## POSITION VACANCY

**PROGRAM MANAGER**  
**Main Street Meeting Center**  
**\$60,000**

**CLOSING DATE: Friday, June 23, 2017**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Responsible for the day to day operation of the Main Street Meeting Center facility including maximizing facility usage, revenue, membership and developing community partnerships.

**DESIRABLE KNOWLEDGE AND SKILLS:** Understanding of basic bookkeeping and accounting payable/receivable principles. Ability to manage financial records. Excellent organizational and leadership skills, communication and interpersonal abilities. Thorough understanding of diverse business processes and strategy development; knowledge of MS Office, databases and information systems. Understanding of research methods and data analysis techniques; knowledge of website analytics tools. Experience with social media and other marketing for brand awareness. Up-to-date with the latest trends and best practices in online marketing and measurement tools. Ability to work autonomously. Knowledge of entrepreneurship, co-working, and event venue management.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Business Administration, Business Management, Marketing, Hospitality or a related field and experience with the management of a multi-use venue or conference space. Demonstrated familiarity with the startup/innovation and entrepreneur economy. Must possess customer service experience. Master's degree preferred. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

<u>EXAMINATION WILL CONSIST OF:</u>	<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
	Oral Examination	100%	80%

Applications are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Hotline at (860) 647-3170 or view our website at: <http://www.manchesterct.gov>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, June 23, 2017 or must be postmarked by June 23, 2017. **No faxed or e-mail copies of resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*