



Job Overview:

Organization: Main Street Mason City

Employee Type: Full Time

Base Pay: Starting at \$25,000 (Based on Experience)

Benefits: Yes

Required Experience: Administrative/Managerial

Job Type: Executive Director/Non Profit

Required Education: 2 Year Degree Preferred

Main Street Mason City:

Main Street Mason City's mission is to enhance, promote and preserve downtown Mason City as a business, cultural and residential destination, for the entire community. The mission of the Main Street Iowa Program is to improve the social and economic well-being of Iowa's communities by assisting selected communities to capitalize on the unique identity, assets and character of their historic commercial district. Main Street is economic development within the context of historic preservation.

Job Description:

- Manage all administrative aspects of MSMC including financial records, personnel matters, budgeting, and all other business management aspects of the association.
- Assist and guide the Board of Directors in setting policy and procedures for the operation of MSMC.
- Director will work hand in hand with property owners, business owners, City of Mason City staff and community to build strong productive relationships.
- For a more detailed job description please contact MSMC office at (641) 494-0003

Job Requirements:

Successful candidate will have excellent communication skills, at least two years of administrative experience, and proficiency with the Microsoft Office Suite software.