



## Job Description – Part-time Office Assistant

1-2-2022

Duties include the following:

- Data entry
- Website updating
- Assistance with promoting Main Street events
- Distribution of press releases
- Event organization and setup
- Grant availability and research
- Social media posting and scheduling
- Assist with management of Store in Main Street Office
- General office support
  - Filing, answering phone calls, assisting walk-ins
- Other duties as assigned

This position is budgeted for 400-500 hours for 2022. This position would work from March through September. Hours will vary based on workload and upcoming events and will average about 20 hours per week during the six-month period. Scheduling will have some flexibility but will primarily be during normal office hours of 8:00 – 4:30 Monday through Friday. Assistant would be expected to work evenings and Saturdays for Main Street events.

Two Rivers Main Street, Inc. is a 501(c)(3) educational non-profit corporation that was accepted into the Wisconsin Main Street Program in 1996. We are governed by a Board of Directors and operate with a professional executive director and staff and dozens of dedicated and talented volunteers.

The mission of Two Rivers Main Street is to improve the community's quality of life by strengthening the Downtown as the center of the community.

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