



## **JOB OPENING: Administrative Coordinator**

*Application Deadline: Sept 30th 2025*

### **Organization:**

The Hardwick Downtown Partnership (HDP) is looking for an Administrative Coordinator. Our mission is to provide leadership in supporting the economic, social, recreational, and cultural vitality of Downtown Hardwick.

### **Position Summary:**

The Administrative Coordinator of the Hardwick Downtown Partnership is responsible for establishing and maintaining strong collaboration with our working Board of Directors, town government, local businesses, the media, and the public, to support the sustainability of Hardwick's businesses, and advance the mission of the organization. We are looking for someone who can grow the position with a vision for Downtown Hardwick. The Administrative Coordinator will report regularly about the operation, finances, and advancement of goals.

**Salary:** \$15,600 (\$30/hr)

**Location:** Remote or in office space provided by Town

Part-Time, average 10hrs per week. Flexible based on the needs of the role and may include evening and weekend events. We want to expand the hours and wages of this role as fundraising increases.

### **Responsibilities may include:**

- Develop and oversee organization of HDP events, including operational logistics and regulations, volunteers and committee tasks, participation, vendors, entertainment, and marketing.
- Encourage and support new/existing businesses that may want to grow their business in Hardwick
- Collaborate with HDP, the VT Downtown Program & Town staff on communications with area businesses
- Assist with grant proposals, applications, and contracts in collaboration with Hardwick Community Development Coordinator
- Coordinate with the Board Treasurer on the organization's budget and regularly reporting of organization finances

**Desired Qualifications:**

- Documented academic and/or professional experience with economic and business development, planning, municipal services, strategic communications, marketing, and real estate economics.
- Familiarity with *Main Street America* and the "Main Street 4-point Approach"
- Clear, concise and effective oral and written communication skills.
- Ability to establish relationships and successfully collaborate effectively across cultures and constituencies that include public officials, town staff, area businesses, and local organizations.
- Familiarity with State, Federal, and private funding opportunities to support increased economic vitality.
- Experience working with boards and non-profits
- Proficiency in Google docs and familiarity with Canva
- Leadership, team building, advocacy, and negotiation skills.
- Personal confidence and ability to take initiative and work independently toward objectives.
- Experience with traditional and non-traditional marketing and advertising strategies

***To Apply:***

Deadline to apply is Tuesday September 30th 2025. Please submit a cover letter and resume via email to:

[shari@hardwickdowntown.org](mailto:shari@hardwickdowntown.org)