



P.O. Box 286
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Job Description, DBI Assistant Manager

Knowledge, Skills and Abilities

Knowledge of:

- Planning, implementing, and running special events.
- PA and National Main Street program objectives and requirements.
- Social media marketing techniques, including development of content for DBI websites, and familiarity with Facebook and/or other social media tools used in carrying out DBI promotions.
- Basic bookkeeping and familiarity with Quickbooks or other accounting software.
- How to carry out administrative functions and initiate improvements to events, policies, and procedures.

Skills in:

- Using technology to facilitate completion of DBI tasks, including phones, printers/copiers, and computers using MS Office.
- Reading and comprehending government regulations and borough ordinances.
- Preparing notes of meetings and other written material for manager and board members.
- Interacting with business owners and other individuals encountered in carrying out responsibilities of the position.

Ability to:

- Plan, approach, schedule tasks, and organize volunteers to complete work.
- Communicate clearly and concisely in written material and oral presentations.
- Work flexible hours, including periodic need to work hours at night or on weekends, necessary to carry on the responsibilities of the position.
- Lead individuals and groups of volunteers in completing tasks related to position.
- Develop and/or follow written and oral instructions and procedures.

Special Requirements

1. Must possess a valid PA vehicle driver's license and able to operate a vehicle.
2. The work environment is mostly inside a controlled temperature environment, and frequently sedentary. However, numerous tasks require physical agility and strength to carry up to 50 pounds of various materials up and down stairs and for several hundred feet, or perform other clean up or housekeeping tasks.

Major Responsibilities

1. Assists the Main Street Manager in carrying out the manager's duties under the general direction and guidance of the manager.
2. Help insure that DBI policies and procedures comply with DBI bylaws and governmental record keeping and permitting requirements.
3. Help plan and carry out numerous and various kinds of special events throughout the year, often with short time frames in between events.
4. Frequently lead teams of volunteers in carrying out DBI functions.
5. Maintain frequent contact with DBI members to provide or exchange information and obtain feedback.
6. Provide a wide variety of administrative support to the manager in carrying out DBI functions, including answering phones and inquiries, purchasing various items, selling ads or bricks, or other DBI related promotional efforts.
7. Help set up and tear down items related to special events, Christmas decorations and street banners.
8. Carry out a membership recruitment and support services program.
9. Manage the Farmers Market.