**Heart of Ellsworth Program Coordinator**

**Come Join the Heart of Ellsworth!**

Heart of Ellsworth is seeking a temporary to permanent part-time Program Coordinator to join their team! This position will support the Executive Director (ED) with the implementation, planning and coordination of programs and their activities. The Program Coordinator will be part of a small but integral team. As part of the team, the Program Coordinator will assist with efforts to build and maintain strong and effective working relationships with federal, state, and local governments, the Ellsworth downtown business community, and area citizens. The Program Coordinator will lead hands-on projects that benefit the downtown district of the City of Ellsworth, while engaging partners in collaborative planning and coordination, to effectively coordinate programs and projects in the city of Ellsworth.

The PC must have integrity, high energy, and the initiative to shape the future of Heart of Ellsworth. The ideal candidate should possess strong leadership qualities, excellent oral and written communication skills, strong networking and collaboration skills, and knowledge of regional needs and resources. A proven ability to work self-directed and as a team member, motivating volunteers, and committee members, managing detailed projects and schedules, creating, and implementing strong volunteer opportunities, and communicating effectively with a broad range of audiences is highly valued.

This part-time position will require an average of 24 hours per week depending on HofE activities and deadlines with the expectation that those hours may vary between 20-30 hours a week. The hours and workload may grow as more funding is secured in the future. Hours are weekdays with occasional nights and/or weekends. There is an option for flexible work hours in the office and some remote work will be considered. Reliable transportation is a necessity. The office is located on Water Street, Ellsworth, ME

The wage range is $25 – $30 an hour, depending upon qualifications and experience. Paid Time Off is accrued and major Holidays are paid.

Heart of Ellsworth, located in Ellsworth, ME, is a 501c3, Affiliate Community of Maine Downtown Center and Main Street America dedicated to supporting economic vitality in downtown Ellsworth.

Interested candidates should send a cover letter and resume to [cara@heartofellsworth.org](mailto:cara@heartofellsworth.org).