



INVITES APPLICATIONS FOR THE POSITION OF:

Visitor Services & Operations Coordinator

About Historic Manassas, Inc (HMI)

[HMI](#) is a 501(c) (3) charitable, non-profit corporation funded by private donations and the City of Manassas. Since February 1986, HMI has been leading the revitalization and promotion of Historic Downtown Manassas through preservation-based economic development. HMI is a designated Virginia Main Street Community Partner, and an Accredited National Main Street Center Program Member. HMI also manages the Manassas Visitor Center, the Farmers Market, and several annual community events throughout the year to bring residents and visitors downtown, to advance the area's economic viability.

Summary of Position

Under the supervision of the Executive Director, the Visitor Services & Operations Coordinator is primarily responsible for HMI's office management, including oversight of the City of Manassas Visitor Center and administrative support for the [Main Street Program](#). The Coordinator will lead staffing efforts and provide supervision of the Visitor Center. S/he will provide support for select projects, signature events, volunteer management activities and any other responsibilities deemed appropriate.

This position requires 40 hours per week (9:00am-5:00pm, Monday through Friday), and some weekend work for signature events with a starting salary of \$40,000 per yer.

Primary Duties and Responsibilities

- Continue to evolve the visitor services experience for the City of Manassas through staff and volunteer recruitment, training, and oversight.
- Ensure seamless daily operations of the Visitor Center.
- Maintain Visitor Center statistics and prepare Monthly Visitor Center report.
- Provide support for the Main Street Program as directed by the Executive Director, including administrative, clerical, light bookkeeping and project management activities.
- Assist in planning and coordinating Main Street projects, special events, volunteer management and recruiting.
- Provide administrative support for managing the HMI Board of Directors and Committee meetings and activities to include preparation of meeting materials, scheduling, communications and documentation.
- Perform other duties as assigned.



Qualifications, Skills, and Experience

- At least 5 years of experience in administrative, executive assistant, sales, marketing, promotions, or communications fields.
- Experience working closely with volunteers, volunteer organizations, social service agencies, local service clubs, residents, property and business owners, and city officials.
- Proficiency with Microsoft Office software (Word, Excel, Publisher, Power Point).
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships and ability to analyze situations and recommend a quick, effective, and reasonable course of action.
- Ability to analyze and interpret data.
- Attention to detail.
- The ability to frequently move items weighing up to 50lbs.
- Must possess and maintain a valid Virginia driver's license.
- Bilingual in English/Spanish a plus.

How to Apply

Interested applicants must email a cover letter and resume to HMI's Executive Director Lisa Harlow at lisa@historicmanassasinc.org.

Equal Opportunity Employer

Historic Manassas, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. HMI is a drug-free and smoke-free workplace.