



RESOURCES COORDINATOR

Job opportunity at the Washington Trust for Historic Preservation

Department: Washington Main Street

Location: Must be based in either Seattle or Spokane, Washington

Salary Range: \$55,000 - \$60,000, depending on experience

Position Type: Full-time exempt

Benefits: Medical, vision, and dental insurance; a retirement program; and paid time off including holidays, vacation, and sick time

Travel Required: Minimal event-based travel

TO APPLY

Please e-mail your resume, a cover letter describing how your experiences and interests fit with the listed job responsibilities and qualifications, and three references to info@preservewa.org with the subject line: Resources Coordinator. In your email, please be sure to include your preferred pronouns.

Application deadline: July 22, 2021

Expected start date: September 1, 2021



ABOUT THE WASHINGTON TRUST FOR HISTORIC PRESERVATION

The Washington Trust is dedicated to saving the places that matter in Washington State and to promoting sustainable and economically viable communities through historic preservation. We work to build a statewide ethic that preserves Washington's historic places through advocacy, education, collaboration, and stewardship.

Washington Main Street, a program we manage in partnership with the Department of Archaeology & Historic Preservation, helps communities revitalize the economy, appearance, and image of their downtown districts using the successful Main Street Approach®, a comprehensive revitalization strategy built around a community's unique heritage and attributes.

VALUES STATEMENT

We Are People-Centered.

As we approach our work we will listen to the needs of local communities and adapt our work to the moment.

We commit to being:

Inclusive

- Amplify the many voices of preservation and heritage in Washington.
- Assess preservation's historic complicity/biases and make change.

Proactive

- Be bold, creative, and solutions-oriented.
- Lead the charge in preservation advocacy.

Empowering

- Offer tools that enable local community builders to effect change.
- Connect preservation resources to economic recovery.

Approachable

- Be the organization you turn to to help save places that matter.
- Bring inspiration, hope, and (dare we say) fun to preservation.



JOB DESCRIPTION

The Resources Coordinator is responsible for the coordination of virtual and in-person learning events for the Washington Main Street network, as well as curation of online resources to support this audience of downtown revitalization practitioners. As a key member of the Washington Main Street team, the Resources Coordinator will support research, data management, learning opportunities, and storytelling efforts.

The Resources Coordinator will join nine other Washington Trust staff, including the Main Street Director, Main Street Specialist, and Economic Vitality Specialist, and work closely with each team member to accomplish responsibilities and execute various programs. The Resources Coordinator will report to the Main Street Director.

QUALIFICATIONS

- Embrace the Washington Trust's mission and have an interest in historic preservation and downtown revitalization
- Eagerness to learn, conduct research, and develop creative resources
- Communicate effectively with colleagues of all levels, be a team-builder, be able to proactively manage peaks and flows of workload, solve problems quickly and effectively, complete multiple tasks on time, and build and maintain positive relationships
- Bachelor's degree in any discipline
- Experience managing data, conducting research, and creating learning tools
- Preference given for candidates with demonstrated experience and leadership in the administration of a state Main Street program and/or local downtown revitalization program, with a full understanding and execution of the National Main Street Four Point Approach®





PRIMARY RESPONSIBILITIES

Coordinate virtual and in-person learning opportunities

- Support virtual learning and networking events through management of registration, coordination of schedules and speakers, promotions, and technical support
- Organize annually three in-person Main Street Leadership Meetings, including coordination of host site, scheduling and speaker management, and venue and vendor logistics
- Support coordination of annual RevitalizeWA conference, including curation of conference themes and sessions, tours, social opportunities, and logistics
- Provide on-site technical and event support as requested by the Main Street Director

Support research and development of Main Street resources

- Maintain working knowledge of national, state, and local Main Street best practices, resources, opportunities, and trends that can enhance the overall goals of the Washington Main Street program and local communities
- Research and develop tools related to the Main Street Approach, board development, committee management, project activation, and other topics
- Support research and development of resources related to economic vitality, rural capacity building, and leadership development
- Manage Washington Main Street's webpages and online resource library, including culling and creating additional resources, guides, and tools
- Collect, curate, and create Main Street best practices and local stories to be used as learning tools and promotional materials
- Along with the rest of the Washington Main Street team, reviews Main Street Communities' annual reports and provides feedback and access to requested information
- Other duties as assigned by the Main Street Director

Manage the Main Street Tax Credit Incentive Program

- Become familiar with the tax credit program and serve as primary contact for inquiries from Main Street Communities and their donors
- Manage the tax credit database, in coordination with the Department of Revenue, and keep accurate record of contributions received
- Communicate regularly with Main Street Communities about program deadlines, process, and updates