

City of Euharlee, Georgia
Downtown Development Authority (DDA) Coordinator (Part-Time)

Position Summary

The Downtown Development Authority (DDA) Coordinator is a part-time position responsible for coordinating and advancing downtown revitalization, economic development, and placemaking initiatives in the City of Euharlee. This position serves as the primary staff liaison to the Downtown Development Authority Board and works collaboratively with City staff, local businesses, property owners, and community partners to support a vibrant and sustainable downtown district.

This position is expected to work approximately 20 hours per week.

The DDA Coordinator reports to the City Manager.

Essential Duties & Responsibilities

Program Administration & Board Support

- Serve as staff liaison to the Downtown Development Authority Board; prepare agendas, minutes, and supporting materials
- Implement DDA goals, policies, and annual work plans
- Maintain records, reports, and compliance documentation
- Coordinate DDA meetings, committees, and volunteer efforts

Downtown Economic Development

- Support business recruitment, retention, and expansion efforts
- Serve as a point of contact for downtown businesses and property owners
- Assist with marketing available properties and development opportunities
- Promote use of incentives, grants, and redevelopment tools

Events, Promotions & Placemaking

- Coordinate and support DDA events, festivals, and promotional activities
- Work with City staff and partners to enhance downtown programming
- Assist in branding, marketing, and communications efforts for downtown
- Encourage collaboration among merchants and community organizations

Grant Writing & Resource Development

- Research and assist with grant applications related to downtown development
- Support administration and reporting of awarded grants
- Identify funding opportunities for beautification, programming, and redevelopment

Community Engagement & Partnerships

- Build relationships with business owners, property owners, and community stakeholders
- Serve as a liaison between the DDA, City, and partner organizations
- Promote awareness of downtown initiatives through outreach and communication

Downtown Revitalization Support

- Assist with façade improvements, beautification, and placemaking efforts
- Support implementation of downtown plans and redevelopment strategies
- Track and report data related to downtown activity, investment, and growth

Knowledge, Skills & Abilities

- Knowledge of downtown development, economic development, or Main Street principles
- Strong organizational and project management skills
- Ability to work independently in a part-time, flexible environment
- Strong written and verbal communication skills
- Ability to build relationships and work collaboratively with diverse stakeholders
- Proficiency in basic computer applications and social media platforms

Minimum Qualifications

- Associate's or Bachelor's degree in public administration, economic development, planning, marketing, or a related field preferred
- Experience in downtown development, economic development, event coordination, or a related field preferred
- Equivalent combination of education and experience may be considered
- Valid Georgia driver's license

Work Environment & Schedule

- Part-time position (approximately 20 hours per week)
- Flexible schedule with occasional evening or weekend meetings/events required
- Combination of office, field, and community-based work

Additional Information

This position does not initially supervise full-time staff but may coordinate volunteers, contractors, or interns. The position has the potential and is intended to grow alongside the City's downtown development efforts.

To Apply:

Please send a resume to **James Stephens** at jstephens@euharlee.com. Posting closed May 15, 2026. The City of Euharlee is an equal opportunity employer.