



The Selma Redevelopment Authority is seeking qualified candidates interested in the Program Director's position with our program. Selma Redevelopment Authority's prime mission is to support economic development and business growth specifically in downtown Selma. We are looking for candidates who are organized, self-motivated, and creative. This is a part-time position with the possibility of transitioning to full time in the spring. If you believe that you are a good match with the attached job description and are willing to take on a challenge, send us your cover letter and your resume!

Applications should be sent via email to Martha Lockett, Board Chair, Selma Redevelopment Authority. marthalockett@att.net

Applications will be accepted until the position is filled.

SRA Program Director

Reports to: Board of Directors through the Board Chair

Minimum Qualifications

- Bachelor's degree from an accredited institution in a relevant field of study + Two (2) years of relevant experience with a focus on public relations and general office operations
- Excellent written and verbal communication skills
- Working knowledge of Microsoft Office, primarily Word and Excel
- Working knowledge of social media platforms and marketing strategies
- Valid driver's license before beginning employment
- Ability to lift 30 pounds (i.e., folding chairs and tables, tailgate tents, etc).
- Experience in managing mailing lists and regular communication

Desired Qualifications to Include

- 5+ Years of event planning and budgeting, fundraising, finance, public relations, public administration, volunteer or nonprofit administration, architecture, historic preservation, and/or small business development
- Skilled public speaker and storyteller
- Advanced knowledge of Microsoft Office
- Experience in managing mailing lists and regular communications
- Grant and proposal writing



- Ability to create marketing, promotional, and instructional pieces for print, social media, and web use.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Lives in Selma or Dallas County.
- Knowledge of standard office procedures.
- Knowledge of basic spreadsheet development, presentation aids, and ability to present electronic information in a professional manner
- Verbal communication skills to communicate with the general public and other professionals.
- Demonstrate sound competencies in scheduling
- Demonstrate excellence in managing mailing lists, virtual platforms
- Ability to write clear, concise reports. Math skills to performing budgeting and business plan analysis
- Ability to work independently and make appropriate decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate SRA activities and support program committees, ensuring consistent and accurate communication regarding meetings and other activities.
- Develop and conduct ongoing public awareness and education programs to enhance appreciation of the downtown's assets and foster an understanding of the SRA program's goals and objectives.
- Attend and participate in speaking engagements, media interviews, and personal appearances to keep the program in the public eye.
- Be willing to attend trainings in non-profit management.