

## **Job Opening**

The City of Vienna is currently seeking a highly motivated, well organized individual to serve as Director of the Vienna Better Hometown and Keep Vienna Beautiful initiatives. This is a part-time position requiring approximately 20 hours per week including some night meetings.

The Director will be responsible for directing and administering the Vienna Better Hometown and Keep Vienna Beautiful programs by recruiting and utilizing committees of community volunteers. The Director will serve as the coordinator of special events and fundraising activities for the programs. The successful candidate will produce results in a timely manner and work well with the public.

The Director should have education and/or experience in one or more of the following areas: historic preservation, design, public relations, marketing, planning, public administration, and nonprofit administration. Must possess excellent verbal and written communication skills and be proficient in Microsoft PowerPoint, Excel, Publisher, and Word.

Salary: Based on experience

Submit resume by March 1, 2012 to Vienna City Hall, 203 West Cotton Street, P. O. Box 436, Vienna, GA 31092, or email to [jjoiner@sowega.net](mailto:jjoiner@sowega.net). A more detailed job description is posted at [www.cityofvienna.org](http://www.cityofvienna.org) or you may request it via email or pick up at Vienna City Hall.

The City of Vienna is an Equal Opportunity Employer.