



**Job Title:** Community Outreach Coordinator

**Company:** Fernandina Beach Main Street

**Location:** Fernandina Beach, FL

**Reports To:** Executive Director

**Job Type:** Part-time Hourly

**About Fernandina Beach Main Street:**

Fernandina Beach Main Street is a 501(c)(3) nonprofit proudly accredited by Main Street America. We operate using the proven Four-Point Main Street Approach, Design, Promotion, Economic Vitality, and Organization to drive transformative efforts that promote economic vitality and historic preservation. Our mission is to foster economic vitality, community engagement, and cultural enrichment through various events and initiatives.

**Job Description:**

The Community Outreach Coordinator maintains positive relationships with our Member/Partners, community partners and stakeholders. This role plays a key part in strengthening partnerships with local businesses, other nonprofits, civic groups, and residents while promoting all things Fernandina.

**Responsibilities:**

- **Community Outreach and Engagement:** Cultivate and maintain strong relationships with local businesses, organizations, and community stakeholders to foster collaboration and promote active participation in downtown events. Serve as a supportive liaison and advocate for district businesses during events held within the Main Street boundaries, including those not directly organized by Fernandina Beach Main Street.



- **Volunteer Management:** Recruit, engage, and retain a dedicated and diverse volunteer base by developing meaningful, rewarding opportunities for involvement.
- **Program Support:** Oversee our FBMS Partner Program, All Access Main Street and other programs supporting our Main Street initiatives.
- **Event Support:** Assist with the planning, coordination, and execution of signature Main Street events (Sip & Shop, Pajama Party, Island Hop, and more).
- **Fundraising and Grant Writing:**  
Assist with securing funding for Main Street projects through grants and other fundraising efforts.
- **Communication:** Collaborate on newsletters, social media, and marketing materials to promote opportunities to engage, volunteer, or participate. Collect and organize feedback from stakeholders, community surveys, and engagement touchpoints to help inform program planning.
- **Presence in the Community:** Represent Fernandina Beach Main Street at local meetings, pop-ups, and community functions.

#### **Requirements:**

- Previous experience in community engagement, public relations, event coordination, or nonprofit outreach.
- Excellent organizational skills, with the ability to work collaboratively with diverse stakeholders.
- Proficient in Microsoft Office Suite, Google Workspace, Canva and Mailerlite.
- Excellent written and verbal communication skills.
- Availability to work up to 20 hours per week.
- Flexibility to work evenings and weekends as required by event schedules when needed.



- Knowledge of Fernandina Beach and its local community.

# Fernandina Beach Main Street

## Employment Application

Fernandina Beach Main Street is committed to strengthening our historic downtown through promoting economic vitality and historic preservation.

We are an equal opportunity employer and seek individuals who are passionate, professional, and dedicated to community impact.

Please complete all sections of this application. Incomplete applications may not be considered.

## Position Information

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Available Start Date: \_\_\_\_\_

Part-Time \_\_\_\_ or Full-Time \_\_\_\_

## Applicant Information

Full Legal Name: \_\_\_\_\_

Preferred Name (if different): \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you authorized to work in the United States?  Yes  No

- Have you ever been convicted of a felony?  Yes  No

**Education Level:**

High School: \_\_\_\_\_ City/State \_\_\_\_\_

Year Completed \_\_\_\_\_

College/University: \_\_\_\_\_ City/State: \_\_\_\_\_

Year Completed: \_\_\_\_\_

Other (Cert Training): \_\_\_\_\_ City/State: \_\_\_\_\_

Year Completed: \_\_\_\_\_

**Work Experience**

Please list your last three employers, starting with the most recent.

**Employer #1:**

Company Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Dates of Employment: From \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Primary Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer #2:**

Company Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Dates of Employment: From \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Primary Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer #3:**

Company Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Dates of Employment: From \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Primary Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### Relevant Skills and Qualifications

Please list any special skills, certifications, professional memberships, or other relevant qualifications.

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### References

Please provide three professional references.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_



## **Applicant Statement**

I certify that the information provided on this application and any attached documents is true, complete, and correct to the best of my knowledge. I understand that any misrepresentation or omission may result in disqualification from employment or, if hired, termination of employment.

I authorize Fernandina Beach Main Street to contact and obtain information from references, employers, educational institutions, and others to verify my employment eligibility and qualifications. I hereby release all parties from liability for any damages that may result from providing this information.

I understand that this application does not constitute an offer of employment or a contract. Employment with Fernandina Beach Main Street is at-will unless otherwise stated in a written employment agreement.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





**FERNANDINA BEACH MAIN STREET IS AN EQUAL OPPORTUNITY EMPLOYER.**