

# **MainStreet Project Coordinator Job Description**

## **New Mexico MainStreet Program**

### **Economic Development Department**

The New Mexico MainStreet Project Coordinator will work under the supervision of the Director of the New Mexico MainStreet Program (NMMS), as one of the salaried staff of NMMS and staff of the Economic Development Division of the Economic Development Department.

#### **Job Responsibilities:**

- **Under the direction of the State MainStreet Director, the position will coordinate larger MainStreet District infrastructure and rehabilitation projects in partnership with New Mexico MainStreet, local MainStreet Program and local government partners. Includes:**
  - **Coordination of NMMS Capital Outlay/Public Infrastructure Funding:**
    - Project Coordinator will develop an application process, selection criteria, work with NMMS Program Planner to distribute awarded funds, and oversee/coordinate implementation of awarded projects.
  - **Coordination of Great Blocks on MainStreet and other Streetscape Projects:**

This includes infrastructure projects designed to dramatically upgrade a core three-block commercial area within a MainStreet District through the creative implementation of urban design, architecture, landscape architecture and creative economy projects.

    - Project Coordinator develops an application process and selection criteria for projects that will be awarded funding to hire a contractor to create construction documents for the project.
    - Works with State MainStreet Director and local government partner to develop scope of work for design project.
    - Assist local government and the local MainStreet Program in securing state, federal, and foundation funding for the public infrastructure improvements when construction docs are complete.
  - Maintaining/Updating **Priority Public Infrastructure Project Pipeline**
  - Maintaining/Updating **Priority Property Redevelopment Project Pipeline**

- **Local Planning: Oversees the development and financing options for local MainStreet District Master Plans, Cultural Economic Development Plans, and Metropolitan Redevelopment Area Plans.**
  - Works with the New Mexico MainStreet Urban Design Revitalization Specialist to assist in the designation of "blight" as a first step in the designation of a Metropolitan Redevelopment Area (MRA).
  - Assists local government partners and oversees submission of New Mexico Finance Authority Local Government Planning Fund grant applications for Metropolitan Redevelopment Area Plans.
  - Works with the NMMS Urban Design Revitalization Specialist to approve Final MRA Plans for NMFA.
  - Where MRA plans are not applicable, project coordinator will work with local governments and local MainStreet programs to develop scope of work and identify funding for district masterplans and/or cultural economic development plans.
  
- **Data Collection and Performance Tracking: intake, tracking, and maintaining files for all internal data collection based on the programs required reporting to the NM Economic Development Department, NM State Legislature and National Main Street Center.**
  - Collects and compiles Local MainStreet Program Quarterly Reporting Statistics through Salesforce software program.
  - Collects and compiles community service delivery reports from New Mexico MainStreet Revitalization Specialist who perform infield technical services and training.
  - Compile and maintain a Grant Funding Matrix for local MainStreet projects.
  - Track and maintain files for Local MainStreet Executive Director Certification Program.
  
- **Program Assessment:**
  - Assist State MainStreet Director with Annual Site Visit/Accreditation Assessment of local MainStreet Programs.
  - Develop and maintain a system to analyze effectiveness of, and obtain community feedback for, NMMS onsite service delivery, local MainStreet Executive Director Certification program, and training and education.
  - Work with State MainStreet Director and Revitalization Specialist to research best practices for community revitalization and economic development.