

**MAPLEWOOD VILLAGE ALLIANCE**  
**VILLAGE MANAGER**  
**JOB DESCRIPTION &**  
**RESPONSIBILITIES**

The Board of Directors of the Maplewood Village Alliance SID has an opening for the Village Manager position, effective December 1, 2017. The position is approximately 16 to 20 hours per week, working from your location. Flexible hours with some evening meetings. Responsibilities include: managing the daily activities of the special improvement district, developing goals and strategies consistent with the Alliance's mission statement, working with merchants and property owners, coordinating with representatives of the community and governmental groups on programs of common interest including events, promotions, policies and projects, retail recruitment, supporting the Board of Directors and aiding the work of committees. Must be computer literate, including Word, Excel and Quicken. Organizational, marketing and public relations skills are necessary. Will interface with and coordinate design, graphics and financial consultants. Non-profit and/or government experience a plus.

Those interested should submit their resume by Friday, October 6 to:

John James, President  
Maplewood Village Alliance  
PO Box 1360  
Maplewood, NJ 07040

or forward with Email to: [MaplewoodVillageAlliance@yahoo.com](mailto:MaplewoodVillageAlliance@yahoo.com)