

Administrative Coordinator

Supervision Received: Reports to the DDA Director

Supervision Exercised: Intern / Volunteers as needed

Qualifications:

- Working knowledge of Municipal government procedures a plus
- Professional attitude and ability to work with the public, Village and Township officials, volunteers and merchants
- Working knowledge of Main Street ideology a plus
- Strong organizational skills with attention to detail
- Willingness and ability to learn quickly
- Ability to work cooperatively with others
- Strong communication skills, both written and oral
- Bachelor's degree in communications, office administration, English, or journalism is desired.

Duties:

- Writing: Create and/or edit content for
 - Board and Committee Informational Materials
 - E-newsletters
 - Weekly General e-newsletter
 - Bi-weekly Business e-newsletter
 - Special Edition Newsletters as required (about 1x month)
 - Business and Community notices and communications
 - Award nominations, as needed
- Serves as administrative resource person to DDA Director, Assistant Director and DDA Board
 - Bookkeeping using BS&A accounting software
 - Assist in Preparation of Agenda Packets for monthly meetings using MuniCode agenda software
 - Liaison for all merchandise sales; tracks/reports on all merchandise sales
 - Manage administration of DTLO office
 - Update Dining & Shopping guide and Available properties list and other pertinent documents as needed, including timely and coordinated update to web pages.
 - Manage other special programs as needed
 - Takes care of non-event flier, brochure, table tent, newsletter and survey distribution as necessary
 - Assists with preparation and distribution of necessary bid documents and tabulates results
 - Working knowledge of all active workplans
 - Performs other duties as required
 - office organization and tidying

Knowledge of the following a plus, willingness to learn is a necessary skill:

- The four-point Main Street approach to assist in the recruitment and management of volunteers
- Microsoft Office Suite – especially spreadsheets
- Google Drive
- WordPress (website back-end)
- Social Media
- Snap Retail (Email services)
- Canva.com (Graphics)
- Adobe Suite (InDesign, Illustrator)

Wages:

- \$20/hour DOQ

Schedule:

- 30 hours weekly (Schedule varies based upon DDA Calendar)
- General: in office Monday – Thursday 10am- 4pm, plus flex time depending on events and schedule

Contact Executive Director, Matthew Gibb at 248-693-9742 or email him at gibb@downtownlakeorion.org