

Downtown Development Authority

Downtown Ambassador

Job Description

The City of Gladstone's Downtown Development Authority (DDA) is seeking a Downtown Ambassador to oversee the operations of our DDA activities. This includes the items listed below, as well as other community projects in which the DDA partners with local businesses and associations.

Farmers Market: June - September

Downtown Day: September

Old-Fashioned Christmas: November

This is a seasonal, non-benefitted, part time position reporting to the Downtown Development Authority (DDA) Director.

Although additional hours may be required at certain points in the season, this position will average **between 4-6 hours per week**, from April through November (not to exceed 250 hours in a year). An ideal candidate would have a love for the City of Gladstone, organizing and planning experience, proficiency on a computer, an ability to work with various personalities, and a friendly demeanor.

Pay Range

\$17 - \$20/hour depending on experience

Responsibilities

This position will work under the direction of the DDA Director and any DDA Subcommittees assigned to each initiative. The list below is not an exhaustive list, and other duties may be assigned.

- Assist with community outreach
- Collaborate with other city departments
- Coordinate the Gladstone Farmers Market
- Oversee the coordination of the Old-Fashioned Christmas
- Oversee the DDA's inventory of supplies (such as canopies, folding tables, etc.)
- Record meeting action items and minutes
- Serve as an ambassador to our beautiful downtown

The City of Gladstone is an equal opportunity employer and provider.