

Administrative Coordinator - Community & Business Engagement

Reports To:	Executive Director, Downtown Development Authority
Supervision:	Interns and volunteers as assigned
Schedule:	30 hours per week (occasional evenings/wknds for meetings/events)

POSITION OVERVIEW

The Administrative Coordinator is a high-visibility, community-facing role that supports the Executive Director while serving as a confident and proactive representative of the Downtown Development Authority. This position is ideal for someone who is comfortable speaking with business owners, residents, volunteers, and public officials, and who enjoys advocating, presenting, persuading, and building relationships in a public setting.

This is not a passive administrative role. The successful candidate will be outgoing, articulate, and unafraid to initiate conversations, explain programs, and represent downtown interests in meetings, presentations, and daily interactions.

KEY RESPONSIBILITIES

Community & Business Engagement

- Serve as a visible and approachable point of contact for downtown businesses, property owners, volunteers, and community members.
- Confidently communicate DDA programs, initiatives, deadlines, and opportunities in person, by phone, and in writing.
- Assist in preparing and delivering presentations, talking points, and outreach materials for meetings, committees, and public forums.
- Support business outreach efforts by helping explain incentives, programs, events, and participation opportunities.

Communications & Content Creation

- Draft, edit, and manage written communications including weekly community e-newsletters, bi-weekly business e-newsletters, and special announcements.
- Assist with award/certificate preparation, press materials, and public-facing messaging.
- Coordinate non-event flyers, brochures, surveys, and informational materials.
- Assist with website and digital content in coordination with the Executive Director.

Administrative & Organizational Support

- Serve as a key administrative resource to the Executive Director, Committees, Staff and DDA Board.
- Assist with preparation of board and committee agenda packets.
- Maintain working knowledge of all active work plans and initiatives.
- Provide bookkeeping support using BS&A accounting software.
- Track and report gift/merchandise sales, attendance, volunteers, event data.
- .Maintain up to date communication records for community and business engagement.
- Maintain office organization and records.

Volunteer & Program Support

- Assist in coordinating volunteers, interns, and committees.
- Track participation, communications, and follow-ups.
- Support special programs as assigned.

REQUIRED SKILLS & ATTRIBUTES

- Fearless communicator comfortable initiating conversations.
- Strong oral presentation and interpersonal skills.
- Excellent written communication skills.
- Highly organized and detail-oriented.
- Professional and solutions-oriented demeanor.

PREFERRED QUALIFICATIONS

- Experience in sales, outreach, communications, or community engagement.
- Familiarity with municipal or downtown organizations.
- Knowledge of Main Street programs a plus.

TECHNOLOGY & TOOLS

- Microsoft Office
- Google Drive
- WordPress
- Email marketing platforms
- Social media
- Canva or Adobe Suite

COMPENSATION

- \$20/hour, depending on qualifications