

# 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
  - Website pages
  - 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
  - Grant narratives, as needed
  - 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 associated 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 as necessary:

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

## Wages:

- \$20/hour DOQ
- 11am – 5pm Monday – Friday, some weekends and evenings required
- 30 hours weekly (Schedule varies based upon DDA Calendar)