



Traverse City Downtown Development Authority (DDA)

Administrative Assistant

Job Description

The Traverse City Downtown Development Authority (DDA) serves as the lead agent and advocate for Downtown - focused on the development, construction and maintenance of critical downtown public infrastructure as well as placemaking, events, services and cultural amenities that support and promote job growth and economic development.

Position Title: Administrative Assistant

Reports To: DDA Executive Director

Exemption Status: Full Time Exempt

Compensation: Salary between \$45,000 and \$52,000 commensurate with experience and fit for the position; Comprehensive benefits package provided.

Position Responsibilities

The Administrative Assistant is responsible for providing essential administrative and organizational support to ensure the efficient operation of the DDA. This role supports staff, board members, and downtown stakeholders while helping advance DDA projects, initiatives, and daily office functions.

Primary Administrative Assistant Responsibilities

- Provide general administrative support, including handling phone-calls, emails scheduling, correspondence and file management
- Assist in coordinating DDA Board and Committee meetings, including preparing meeting packets and minutes
- Serve as a point of contact for downtown businesses, property owners, city staff, residents and the public
- Support communication efforts, including newsletters and website updates
- Assist with planning and execution of downtown events, public meetings and outreach initiatives
- Assist in processing invoices, track expenses and support basic financial recordkeeping
- Assist in Farmers Market administration
- Coordinate with city staff, contractors and partner organizations as necessary
- Manage office supplies and office equipment, including ordering and inventory
- Facilitate and process the Downtown Gift certificate program, including in-person and on-line purchases

- Perform other duties as assigned to support DDA operations and strategic initiatives

Required Skills & Abilities

Strong organizational skills, necessary for managing schedules, multi-tasking and meeting changing deadlines
Applicants must have a customer-service mindset, as their role often involves interacting with community stakeholders and partners and the general public.

Preferred Experience

- Associate or bachelor's degree in business administration, public administration or related field
- At least two (2) years of administrative or office support experience
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and general office systems
- Ability to work both independently and collaboratively
- Experience working with boards or public meetings
- Familiarity with municipal government or downtown development authorities
- Interest in public infrastructure, economic development or community planning
- Enjoys working with people and can readily fit with and contribute to a small staff unit.
- Understanding of small-town dynamics.

Work Environment & Schedule

This position is based in a professional office environment in downtown Traverse City and includes regular interaction with the public and stakeholders. Occasional evening and weekend meetings and events are required to support DDA Board and community engagement activities.

How To Apply

We invite interested individuals to apply by submitting their resume and cover letter to harry@downtowntc.com.