



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Community and Economic Development (CED)/ DDA Coordinator (Part-Time)

An Equal Opportunity Employer

The City of Hamtramck has an opening for a part-time Community and Economic Development Coordinator. This position is part of the Community and Economic Development (CED) Department in City Hall at 3401 Evaline Street, Hamtramck, MI 48212.

Job Description Summary:

This specific position has an emphasis on special events, assisting the Downtown Development Authority (DDA), and community and economic development programs and grants. This position calls for creativity, flexibility in scope of work and design-thinking due to the diverse nature of projects, challenges, and initiatives within the department. Hamtramck is a culturally diverse community, therefore the CED/DDA Coordinator should strive to understand community challenges, generate ideas to address challenges, be flexible and perceptive to feedback, and show problem-solving initiative.

Under the general direction of the CED/DDA Manager, the CED/DDA Coordinator will work on a wide variety of projects that are structured around three core areas: (1) Business support and economic development, (2) community outreach and events, and (3) planning and zoning services.

Essential Duties and Responsibilities:

- Assist with special events within the City of Hamtramck, including annual festivals
- Assist with new developments and infill projects, including projects related to the Hamtramck Residential Lot sale
- Work with the DDA and multiple city departments to plan events hosted by the Hamtramck Downtown Development Authority, such as sidewalk sales, merchant meetings and food festivals
- Manage events and community outreach related to the Joe Louis Greenway, under the direction of the CED Manager
- Assist with the DDA Database, as needed
- Assist the DDA with the Michigan Main Street certification process
- Assist with grant-related programs and reports, as needed
- Maintain accurate and organized files for events and permits
- Assist with additional CED / DDA projects, as time permits

Required Knowledge, Skills, and Abilities:

- Organization ability, including ability to manage deadlines and keep track of various projects
- Ability to multi-task and work with many stakeholders
- Effective written and verbal communication skills
- Creative problem-solving skills
- Ability to work independently and in a team environment, as needed

- Ability to facilitate in-person and virtual public participation events
- Ability to attend and assist with occasional evening meetings
- Experience with social media, website, and/or print media is a plus

Education and Experience:

Bachelor's degree in a related area of study is required.

Pay Rate & Benefits:

- \$19.50 per hour
- 24 hours per week (in-person)

Application Process:

Download application at <https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application-Final-05072021.docx>. Return completed application and resume by email to hr@hamtramckcity.com. Position open until filled.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.