



City of Hamtramck

3401 Evaline Street, Hamtramck, Michigan 48212
Telephone 313-800-5233

Economic Recovery Coordinator

An Equal Opportunity Employer

The City of Hamtramck has an opening for a full-time Economic Recovery Coordinator. This position is part of the Community and Economic Development Department in City Hall at 3401 Evaline Street, Hamtramck, MI 48212. Limited term for 34-36 months (depends on date of hire) but may be extended depending on funding levels. The Economic Recovery Coordinator reports to the CED/DDA Manager or designee.

Job Description Summary:

Under the general direction of the CED/DDA Manager, the Economic Recovery Coordinator will be responsible for implementing the Economic Development Strategic (EDS) plan, which is currently in development. This position will be the lead contact with the consultant that has been hired to develop the EDS plan and will be the primary staff member pushing forward and bringing together the new changes both while the plan is in development and after the EDS plan is adopted by City Council.

This position has an emphasis on economic development, industry, business and government policy. It 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, the Economic Development Recovery Coordinator should strive to understand community challenges, generate ideas to address challenges, be flexible and perceptive to feedback, and show initiative to employ solutions.

Essential Duties and Responsibilities:

- Work closely with CED team members and lead the implementation of the Economic Development Strategic (EDS) plan in the City of Hamtramck.
- Focus on industrial and commercial development, including business development in the city's downtown area (Joseph Campau), on other commercial corridors (Conant, Caniff and Holbrook) and development within the multiple industrial zones of the city.
- Refine and present new and updated economic development policy to city staff and government officials, with the goal of attracting more jobs, infilling vacant land and repurposing vacant or underutilized buildings with companies, restaurants, housing and services.
- Proactively work to fill market gaps in the city by contacting national or regional businesses.
- Work with the Redevelopment Ready Communities (RRC) liaison at the Michigan Economic Development Corporation to meet the RRC expectations 5.1, 5.2, and 5.3 (Economic Development Strategy, Incentive Tools, Marketing Plan).
- Market vacant residential land for residential development; create a new set of clear and informative materials that communicate development opportunities and constraints to potential investors.
- Work with various stakeholders to get new EDS projects off the ground; initiate necessary meetings, conversations and presentations and present to City Council when necessary.
- Depending on the findings of the EDS Plan, this position could entail working on the following: Applying for funding for a Hamtramck façade grant program and organizing the program; working to create a Brownfield Redevelopment Authority and/or applying for brownfield redevelopment grants; looking at programs that can assist with getting sites "shovel ready."
- Assist with tourism and promoting Hamtramck; assist with developing a parking map and other amenities for visitors, such as downtown signage.

- Assist the CED and DPW department with implementing changes to the built environment that will improve the attractiveness of the city; this could include developing additional parks, seating, transportation amenities, water features and art or murals.
- Work with the consulting firm on the draft and final EDS Plan, to be presented in March 2024 and September 2024, respectively.
- Set and maintain personal deadlines to keep EDS projects on track.
- Measures the success and outcomes of economic recovery plan implementation.

Required Knowledge, Skills and Abilities:

- Able to plan and lead effective and efficient meetings
- Able to work independently and come up with suggested solutions to present to the CED team, city staff and after revisions, elected officials
- Able to work on a wide-variety of projects and learn about areas outside existing expertise
- Able to take initiative to get projects off the ground
- Able to read and comprehend a wide range of documents, including policy documents, grant documents, and ordinances
- Able to work in a team environment, and both provide and receive feedback
- Able to create clear, understandable and visually compelling documents, including visually engaging reports and marketing materials
- Knowledge of or ability to learn computer programs and applications such as Canva, Customer Relationship Management software, Adobe Creative Suite software, GIS, and BS&A Suite (municipal government software)
- Ability to create maps using ArcGIS is a plus, but not required

Education and Experience:

Bachelor's degree in economic development, public policy, or related area of study. Master's degree preferred. Related experience will be considered in lieu of education.

Pay Rate & Benefits:

- \$60,000-\$65,000 annual salary depending on experience
- Standard benefit package available including medical, dental and vision
- All regular, full-time employees will receive prorated PTO based on their date of hire within their first year of employment. Employees shall earn the following PTO based upon years of service to the City. 1-5 years: Twenty (20) working days, 6-10 years: Twenty-five (25) working days, 10 + years: Thirty (30) working days.
- All regular full-time employees are allowed ten (10) sick days per year.

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.