

# TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY

## Job Description

### COMMUNICATIONS & PROJECTS COORDINATOR

**Supervised By:** Executive Director  
**Supervises:** N/A  
**Job Type:** Salaried Full-Time

#### **General Summary:**

Under the direct supervision of the Executive Director, plans and executes special projects, and assists the Executive Director and Marketing & Deputy Director with regular projects and functions.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Oversees the farmers market including the funding assistance programs offered at the market
2. Processes reimbursement requests for farmers market funding assistance programs
3. Completes all reporting for farmers market funding assistance programs
4. Maintains functionality of the DDA's databases for merchants and events
5. Staffs Farmers Market Advisory Board, including drafting board agendas, packets, and financials
6. Assists with general marketing materials, such as website maintenance, social media, surveys and graphic design
7. Provides events support
8. Customer and merchant relations
9. Completes other maintenance and IT support assignments that may from time to time be assigned by the Executive Director and Marketing & Deputy Director
10. Provides general office assistance i.e. answering phones

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. College degree in marketing, communications, urban planning, business or related field
2. Ability to use a personal computer and mobile computing devices
3. Knowledge of contemporary productivity programs i.e. Google Drive
4. Good knowledge of the policies, procedures, and regulations governing municipal government and nonprofit functions
5. Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other employees

## **Special Projects Coordinator**

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6. Diplomacy while conducting business with general public
7. Ability to understand and follow complex oral and written instructions, and carry them out independently
8. Able to lift up to 50 pounds and to walk distances of up to 25 yards with that weight frequently and regularly
9. Able to stand and work from standing, bending and twisting position for durations of up to 4 hours

### **Preferred Qualifications**

1. Adobe Illustrator
2. Grant writing skills
3. Experience with RFP writing

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move medium heavy items. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee often works in the elements.

### **Tools and Technology**

The DDA office uses a variety of software including Microsoft Word, Excel, and Powerpoint, Macintosh Pages, Numbers and Keynote, as well as Filemaker, Google Drive, and Concrete 5.