Seasonal Holiday Position – Traverse City Downtown Development Authority

The Traverse City Downtown Development Authority (DDA) is seeking a seasonal team member to process downtown gift certificates and assist with downtown holiday events.

Position Responsibilities May Include:

- Preparing, processing and selling downtown gift certificates
- Assisting with seasonal projects and holiday events
- Performing other duties, as needed

Qualifications:

- Dependable, motivated, and comfortable working with public
- Able to commit to weekly schedule, with occasional evenings, as needed
- Positive attitude and willingness to work as part of a team

Position Details:

- Employment Type: Temporary / Seasonal
- Schedule: Monday – Friday, 10:00 am – 5:00 pm
- Compensation: $20-hr and position will receive a temporary parking pass
- Employment Period: November 30th – December 23rd (office closed on Thanksgiving and Friday after Thanksgiving)

If you enjoy being part of the community and helping make downtown Traverse City a special place during the holidays, we'd love to hear from you!

To Apply: Please submit a brief resume or statement of interest to Lil Anderson: Lil@downtowntc.com

The Traverse City DDA is an equal opportunity employer.