

## **East Jordan - NLEA Downtown Development Coordinator Job Responsibilities**

(Reports to: NLEA President)

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**Summary:** This is a part time position with the Northern Lakes Economic Alliance (NLEA) in cooperation with the East Jordan Downtown Development Authority. This individual will serve as the East Jordan Downtown Development Coordinator approximately 20 hours per week. The NLEA is a collaborative economic and community development organization and will work with the community to complete the items identified in their work plan with the NLEA.

**Supervision/Coaching:** The Downtown Development Coordinator will be member of the NLEA Community Development Team and as such will receive professional development and coaching to help this person be successful.

**Responsibilities/Duties:** The East Jordan DDA has developed a work plan outlining the duties to be fulfilled in their contract of service with the NLEA. This position will be the primary lead to assist the DDA in accomplishing the projects listed in the work plan. In addition, there are day-to-day operational duties the DDA will depend on this position to lead and coordinate.

The annual work plan has two basic sections. For example, the current work plan includes:

### **Annually**

- Prepare annual reports to submit to State of Michigan
- Facilitate annual goal setting session and make recommendations for annual budget
- Finalize DDA strategic plan
- Downtown streetscape refresh
- Assist City of East Jordan to become RRC certified
- Re-envision DDA boundaries for long term planning

### **Manage on a “day to day” basis**

- Coordinate DDA meeting packets and prepare monthly coordinator’s report for presentation at meeting.
- Participate in and assist Community Marketing Committee along with Chamber of Commerce focusing on business recruitment
- Serve as point of contact for DDA
- Work with city staff, Chamber, and other groups to facilitate DDA projects
- Visit DDA district stakeholders and investigate DDA opportunities as they arise
- Manage database and communication campaign consisting of newsletters, social media, and press releases

In addition to the DDA Work plan, other general items of importance include

- Maintain a comprehensive inventory of available buildings and sites, business owners, and property owners in the community for economic development purposes.
- Respond to requests for information for economic development purposes, activities or opportunities.
- Keep abreast of trends and developments in applicable subjects and fields.
- Attend DDA Board meetings. Communicate any pertinent issues, concerns, or developments regularly.

*This job description does not list all the job duties. Occasionally, other duties will be assigned by the President. Your evaluation is based in part upon your performance of the tasks listed in this job description and these other duties. Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.*