



DOWNTOWN
LANSING INC.

Program Coordinator Job Description

Job Summary:

The Program Coordinator is responsible for managing programs and projects that meet the objectives of Downtown Lansing Inc. (DLI).

The Program Coordinator is an advocate for DLI, providing information to business owners, property owners, committees, city officials and staff, and other interested persons. The Program Coordinator will be a positive and energetic source for long-term revitalization of downtown Lansing and support the Main Street program throughout the community by promoting excellence in design, beautification and good business practices. Performs a variety of financial duties as well as general office management.

Primary Relationships:

This position reports to the Executive Director and serves as member of the DLI staff.

This position participates with the Board of Directors, Executive Director, staff, and volunteer committees in strategically planning and implementing the objectives of DLI, assuring its accountability to all constituencies, and ensuring its effective and efficient operation.

This position coordinates with volunteers, business owners and property owners, corporate sponsors, residents, and city departments on a variety of projects and programming.

Range of Duties:

The Program Coordinator's duties will encompass a variety of tasks.

Under the supervision of the Executive Director, the Program Coordinator will:

1. Be knowledgeable about the four-point Main Street approach to downtown revitalization and Michigan Main Street program.
2. Provide assistance to Main Street committees as directed by the Executive Director, specifically the Design, Public Spaces, and Economic Vitality Committees.
3. Assist with business retention, expansion, and recruitment efforts. Marketing Downtown Lansing Main Street to outside businesses, working with developers and building owners to enhance the quality of retail and commercial space within the district.
4. Work directly with the community to enhance and promote DLI's mission.

5. Manage administration of the DLI office, including purchasing and managing office equipment and supplies, processing mail, filing, database creation and management, answer main phone line and greeting visitors.
6. Assist Executive Director and Treasurer with budget preparation and financial reporting. Keep detailed summary of DLI finances. Manage accounts receivable and accounts payable. Maintain paper and electronic files for all financial operations. Secure signatures for paying bills and for deposits as needed.
7. Provide financial analysis and prepares materials for audit, grants, and/or contracts as requested.
8. Assist Executive Director with management of the DLI Maintenance contract and maintains maintenance log. Resolve issues, concerns and maintenance complaints.
9. Manage DLI permit policies for the following: Business Extension, Street Vendors, Street Performers, and Charitable Solicitors.
10. Prepare and/or reproduce training materials. Receive and record reservations for training sessions and prepares confirmations. Make meal arrangements for meetings if necessary.
11. Prepare necessary reports, summaries, and research projects for committees or board.
12. Serve as the Electric Light Parade Coordinator for Silver Bells in the City.
14. Perform other duties as may be assigned by the Executive Director.

Qualifications:

Applicant must be an energetic, assertive, passionate and creative professional with a minimum of 2-3 years of experience in accounting, office management, business or public administration, non-profit management, project management, and working with volunteer boards and committees. A team builder who can multi-task is required. Ability to work independently and effectively in a fast-paced environment with minimal supervision is necessary.

Experience in community planning, event planning, commercial revitalization, downtown management or historic preservation strongly desired. Operational accounting and budgeting experience is preferred.

Individuals must possess a Bachelor's Degree or equivalent, in Public Administration, Urban Planning, Business, Accounting/Finance, Public Relations, Historic Preservation or related field from an accredited college or university.

Proficiency in Microsoft applications: Word, PowerPoint, Excel, and Outlook.

The applicant must be able to have a physical presence in the DLI office, ability to walk the downtown district to visit stakeholders and work extensively with businesses and property owners to nurture those relationships.

This is a part-time position that will work 30 hours per week. This position may include some occasional evening and weekend hours so applicants must be flexible with scheduling.

Hourly rate will be between \$15-20/hour depending on education and experience. Deadline to apply is August 22, 2018.

Please provide cover letter, resume, and writing sample no longer than two-pages in electronic format upon submittal. No phone calls please.

Submit to Mindy Biladeau, Executive Director, at mindy@downtownlansing.org