



DOWNTOWN
LANSING INC.

Program Coordinator Job Description

Job Summary:

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

The Program Coordinator is an advocate for DLI, providing information to business owners, property owners, city officials and staff, and other interested persons. The Downtown Revitalization 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, good business practices, and compliance with city, county, state and federal regulations. 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 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 to effectively promote downtown Lansing.

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, including providing information, expertise, and appropriate referrals to business owners, marketing Downtown Lansing Main Street to outside businesses, working with developers and building owners to enhance the quality of retail and commercial space.
4. Work directly with the community to enhance and promote mission of DLI.

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. Assists Executive Director and Treasurer with budget preparation and financial reporting. Keeps detailed summary of DLI finances. Manages accounts receivable and accounts payable. Maintains paper and electronic files for all financial operations. Secures signatures for paying bills and for deposits as needed.
7. Provides financial analysis and prepares materials for audit, grants, and/or contracts as requested.
8. Assists Executive Director with management of the DLI Maintenance contract and maintains maintenance log. Resolves issues, concerns and maintenance complaints.
9. Manages DLI permit policies for the following: Business Extension, Street Vendors, Street Performers, and Charitable Solicitor.
10. Prepares and/or reproduces training materials. Receives and record reservations for training sessions and prepares confirmations. Makes meal arrangements for meetings if necessary.
11. Prepares necessary reports, summaries, and research projects.
12. Serves as the Electric Light Parade Coordinator for Silver Bells in the City.
14. Perform other duties as may be assigned from time to time 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, volunteer management, project management, and working with volunteer boards and committees. Experience in community planning, event planning, commercial revitalization, downtown management or historic preservation strongly desired. Operational accounting and budgeting experience is also a plus.

Individuals must possess an Associate Degree, 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.

Knowledge and proficiency in small business accounting systems (Quicken experience desired), budgeting, computers, grant writing, public relations, and business recruitment and retention efforts, as well as a team builder who can multi-task is required. Ability to work independently and effectively in a fast paced environment with minimal supervision is a must.

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

Applicants must possess strong analytical, problem solving, and organizational skills. interpersonal, communication, presentation, verbal and writing skills. Must be detail oriented, accurate and organized.

Understand the organization and operations of the City of Lansing and DLI as necessary to assume assigned responsibilities.

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 **September 15, 2017**.

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