



Job Posting – Downtown Development Authority
Administrative and Events Assistant

Pay Range: \$19.00 per hour. 20 hours a week, some evening and weekend hours are required for events and meetings.

Benefits: Part time employees are eligible for 16 hours personal leave per benefit year, 1 hour of sick time earned per 30 hours worked and paid holidays when experiencing a decrease in average working hours as a result of the City holiday.

Duties:

- Administrative Support
 - Assist with correspondence, scheduling, data entry, filing, and maintaining organized digital and paper records.
 - Maintain business contact lists, calendars, program records, and other DDA information.
 - Help prepare and distribute meeting agendas, packets, and supporting materials.
 - Assist with meeting arrangements, notes, and follow-up tasks as assigned.
 - Organize invoices, receipts, and purchasing documentation for review and processing.
 - Respond to routine inquiries and refer questions or concerns to the Executive Director as appropriate.
 - Track assigned deadlines and follow up on outstanding information or tasks.
- Event and Program Support
 - Assist with planning, preparation, and execution of downtown events and promotional activities.
 - Communicate event details, participation requirements, and deadlines to businesses, vendors, and volunteers.
 - Maintain registration forms, participant lists, schedules, and event supplies.
 - Assist with volunteer scheduling and coordination.
 - Provide on-site event support, including setup, participant check-in, distribution of materials, and cleanup.
 - Help collect feedback and organize event records.
- Communications and Other Assignments
 - Draft routine communications and event reminders for review.
 - Assist with promotional materials, website updates, and event calendars as assigned.
 - Distribute information and materials to downtown businesses.
 - Support special projects, conduct basic research, and gather information as requested.
 - Perform other related duties as assigned by the Executive Director.

Requirements:

- Must possess a high school diploma or equivalent (G.E.D) and be at least 18 years of age at the time of application.
- Experience in administrative support, customer service, events, or a related field preferred.
- Strong organizational skills and attention to detail. Ability to prioritize assigned work, meet deadlines, and follow through with limited supervision. Ability to interact professionally with businesses, residents, volunteers, and staff.
- Familiarity with email, word processing, spreadsheets, and shared calendars. Experience with Google Workspace, Microsoft Office, or Canva is a plus.
- Ability to read, write and speak English.

To Apply:

Please submit a completed application to Human Resources Director Jessica Stover at hr@berkleymi.gov . Applications must be submitted via email. This position is open until filled.

Applications can be downloaded on the City website located at: <https://www.berkleymi.gov/employment>

EEO/ADA Statement:

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested. Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or Jstover@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.