

City of DeWitt/DDA

Job Posting

Posting Date: 9-12-18

Position: DDA Coordinator

Classification: Part-time (30 hrs/wk)

Closing:

Wage: \$25,000 - \$28,000

The City of DeWitt Downtown Development Authority (DDA) is seeking a qualified individual for the position of a DDA Coordinator. The DDA is looking for an ambitious, energetic and creative person to be a part of the DDA Team. The primary responsibilities of the Coordinator are to be an active advocate of the Downtown District, which includes marketing/branding, working with local business owners and organizing/promoting downtown events. A full description of the position can be found at [www.dewittdda.org](http://www.dewittdda.org) or [www.dewittmi.org](http://www.dewittmi.org). Please submit a resume and cover letter to the Attention of: Daniel Coss, DDA Executive Director/City Administrator 414 East Main Street DeWitt MI 48820 or [dcoss@dewittmi.org](mailto:dcoss@dewittmi.org). Electronic submittals are preferred. For questions call (517) 669-2441.