



"The City of Harrison is an Equal Opportunity Employer and Provider"

City Programs & Administrative Support Specialist Job Description

Reports To: City Treasurer

Employment Status: Full-Time 40 Hours Per Week

Position Summary:

The City Programs & Administrative Support Specialist is a dynamic, public-facing role that combines community program coordination with administrative support for City operations. This position is responsible for planning and executing City-sponsored events, supporting economic development initiatives such as the Downtown Development Authority (DDA) and Venue on Main & Business Hub, and providing key administrative assistance to the City Treasurer, Manager, and Clerk.

This role requires a highly organized, detail-oriented, and outgoing individual with strong customer service skills, the ability to engage with the public and business community, and the flexibility to balance event management, marketing, and administrative duties

Essential Duties & Responsibilities

City Programs, Events & Business Coordination (50%)

- Manage and coordinate all City-sponsored events and community programs, including festivals, public celebrations, and business district initiatives.
- Serve as the Venue on Main & Business Hub coordinator, working with tenants and ensuring compliance with commercial kitchen regulations.
- Act as the City's DDA Coordinator, supporting downtown business engagement, compliance, and meeting coordination.
- Liaison to the Chamber of Commerce, attending meetings, providing reports, and assisting with Chamber events when time allows.
- Develop and implement marketing strategies, including social media management, promotional materials, and community outreach.

- Recruit, organize, and manage volunteers for City events and programs.
- Coordinate sponsorship and vendor agreements to enhance events and community partnerships.
- Work with local businesses, vendors, and community partners to expand and improve City offerings.

Administrative & Office Support (50%)

- Assist the City Treasurer, City Manager, and City Clerk with administrative tasks, scheduling, and special projects.
- Process utility and tax payments, respond to resident inquiries, and provide front desk support.
- Schedule and coordinate park rentals and City Hall public space reservations.
- Assist with records management, election-related duties, and administrative support for City initiatives, projects, and reporting.
- Support community initiatives and special projects, including Redevelopment Ready Community (RRC) administrative work, grant documentation, and municipal reports.
- Write, design, and distribute the City newsletter, ensuring timely updates on City programs, initiatives, and events.
- Maintain office organization, supplies, and document management.
- Other duties as assigned by the City Treasurer or City Manager.

Required Qualifications & Skills

Education & Experience:

- High school diploma or equivalent (Required).
- Associate's degree or higher in business, public administration, communications, event management, or a related field (Preferred).
- Experience in event planning, community engagement, administrative support, or public relations (Preferred).

Skills & Competencies:

- Exceptional customer service skills – Must be comfortable working with the public, businesses, and community partners.
- Outgoing, energetic personality – Must enjoy engaging with people and being a visible advocate for City programs.
- Highly organized and detail-oriented – Ability to balance multiple projects, meet deadlines, and prioritize work effectively.
- Proficiency in Microsoft Office, email management, and social media platforms.
- Ability to problem-solve, take initiative, and work both independently and as part of a team.

Additional Requirements:

- Availability to work occasional evenings and weekends for City events, with flexible scheduling available during the week.
- Must possess a valid driver's license and have reliable transportation.
- Ability to lift up to 25 pounds for event setup and coordination.
- Employment is contingent upon passing a pre-employment drug screening.
- By submitting an application or resume, applicants consent to a potential background check.

Compensation & Benefits

- Starting Wage: \$17.00 per hour, with considerations for experience.
- Full-time, at-will employment.
- Comprehensive benefits package, including:
 - Health Insurance (Medical, Dental, Vision)
 - Paid Time Off (PTO) and Paid Sick Leave
 - Paid Holidays
 - Pension Plan (Employee contributes 3%)

- Optional 457 Deferred Compensation Retirement Plan

How to Apply

Interested candidates should submit a resume or completed application to:

E-Mail: manager@CityofHarrison-MI.gov

Physical Mail: City Hall – 2105 Sullivan Dr., Harrison, MI 48625

Posted Until Filled

The City of Harrison is an equal opportunity employer, committed to building a diverse and inclusive workforce. We provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by law. We encourage candidates of all backgrounds to apply. If accommodations are needed during the application or interview process, please notify the City Manager at the time of your application. Additionally, please note that the City of Harrison is an at-will employer.