

THE MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY currently has an opening for the part-time position of DDA Administrator. Under the direction of the DDA board, the position is responsible for all office management responsibilities, and carries out directives and implements policies of the board. The position performs a variety of administrative, technical, and professional tasks associated with the general operation of the DDA. Candidates shall have an Associate degree or equivalent in Business Administration, Finance, Accounting or a related field. The position requires excellent computer, oral, written, and organizational skills. A cover letter, resume, and personal references, shall be forwarded to the Manistee Downtown Development Authority, 70 Maple Street, Manistee, MI 49660, no later than Friday, March 29, 2019.