



City of Reading • 113 S. Main St. • Reading, MI 49274 • (517) 283-2604

EMPLOYMENT OPPORTUNITY

Special Projects Coordinator/Administrative Assistant

Supervision Received: Reports to All Department Heads

Qualifications:

- Working knowledge of Municipal Government procedures, experience a plus
- Professional attitude and ability to work with the public, several Department Heads, Planning Commission, TIFA Board, City Council, Chamber of Commerce, volunteers and merchants
- Strong organizational skills with attention to detail
- Willingness and ability to learn quickly
- Ability to work cooperatively with others
- Ability to work effectively both independently and as part of a team
- Ability to work on tight deadlines.
- Strong communication skills, both written and oral

Duties:

- Writing: Create and/or edit content for
 - Website pages/E-Newsletter
 - Outbound Campaign Materials/Setup
 - Grant narratives and organization
- Serves as administrative resource person to Department Heads
 - Liaison for all Special Projects
 - Working knowledge of all active workplans
 - Performs other duties as required and assigned

Knowledge of the following a plus, willingness to learn as necessary:

- Knowledge of file management, transcription, and other administrative procedures
- Microsoft Office Suite – especially spreadsheets
- Google Drive/One Drive
- Website Design
- Social Media (Facebook/Twitter)
- Microsoft Outlook/Calendar (Email services)
- Adobe Suite/Nuance PDF (InDesign, Illustrator)

Wages:

- \$10/hour
- Monday – Friday, some weekends and evenings may be required
- 24- 32 hours weekly

Please submit a resume and references to the City of Reading no later than 4:00 p.m., Tuesday, May 18, 2021. This can be done by dropping it in the drop box located behind City Hall, calling ahead to make arrangements for drop off, mailing to address below, or email to kym@reading.mi.us

Any questions should be directed to the City Manager/Clerk/Treasurer at kym@reading.mi.us, (517)-283-2604 or (517)-398-4828.

Attn: City Manager/Clerk/Treasurer, 113 S. Main Street, PO Box 240, Reading, MI 49274.

“City of Reading is an Equal Opportunity Provider and Employer”