

City of Hastings

Position Available Community Development Specialist

The City of Hastings is accepting applications for a part-time Community Development Specialist. Applications will be accepted until the position is filled.

The selected candidate will serve in the Community Development Department assisting the Community Development Director with project development, grant writing and administration, record and file management, marketing, community relations, promotion and other functions of the department.

The selected candidate will attend and participate in development programs, merchant and stakeholder meetings, create and publish marketing materials and press releases, and research funding opportunities. The position will require grant writing, budgeting, outreach, scheduling, and organizing skills. Must be proficient with computers, the use of social media, and be skilled in writing and a great communicator.

Minimum requirements include a high school diploma or GED and a driver's license valid in the State of Michigan. Minimum 2 years of practical experience working in the field of community development or outreach and program development desired.

Wage range for this position is \$13.63 - \$18.17 per hour and does not include a fringe benefit package. Maximum of 20 hours per week.

An application form and full job description are available upon request at City of Hastings, 201 East State Street, Hastings, Michigan, 49058.

Thomas Emery
City Clerk