



**City of Hamtramck**  
**3401 Evaline Avenue**  
**Hamtramck, Michigan 48212**

## **Community Development Assistant – Part Time**

**Community & Economic Development Office**

An Equal Opportunity Employer

### **Job Description Summary:**

The City of Hamtramck Department of Community and Economic Development is seeking a part-time Community Development assistant to manage office duties, take lead on community development projects, and handle assignments given by the Community and Economic Development Coordinator. We are looking for an individual who is efficient, can multi-task, and knows how to be a member of a team. The ideal candidate is extremely organized, a fast learner, and follows through on commitments.

### **Summary of duties:**

- Organizing the office (files, paperwork)
- Handle intake of documents
- Customer service
- Creating and maintaining spreadsheets, emails and phones
- Handling intake of applications
- Special projects
- Other duties as assigned

**Education and Experience:** Bachelor's degree in Public Administration or related field preferred. Prior experience working in an office setting is desirable. Must be fluent in basic Microsoft, and able to learn BS&A.

**Application Process:** Email Resumes to [HR@hamtramckcity.com](mailto:HR@hamtramckcity.com). Open until filled.

*The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.*