



## **NOW HIRING**

### **Executive Administrator**

Year-Round Position  
\$20/hour, 15 hours/week  
+ additional event hours/pay

**\*\*This is primarily a remote position  
with some on-site event work + member visits required.\*\***

*This is the only paid position within the business association.  
The Executive Administrator reports directly to the SDABA board of directors.*

#### **Daily/Weekly Regular Duties**

- Manage all direct-to-SDABA communications
- Maintain posting schedule for SDABA Facebook/Instagram accounts
- Manage schedule coordination and curation of the weekly 'Local Ledger' newsletter
- Maintain contact lists, additional membership/sales spreadsheets
- In-person networking visits to member businesses

#### **Monthly Board Meeting Duties**

- Invites, agendas, minutes + executive administrator report

#### **Yearly Duties** (primarily Q1 + Q4)

- Collect membership dues (new + returning members)
- Sell and invoice Drug Store Wall + Map Guide advertisements
- Coordinate with board, designer and printer to produce SDABA annual map guide

#### **On-Site Event Duties** (additional event hours/pay)

- 10 x Music in the Park (*Wednesdays, June-August*)
  - Recruit event sponsors and select/book entertainment
  - On-site Event Coordinator + Emcee
- Holiday Parades/Event Coordinator (*St. Patrick's Day, Halloween + Christmas*)
- Sidewalk Sales Event Coordinator (*Mid-August*)

If you are interested in applying with the board,  
please email Alec: [info@saugatuckdouglas.com](mailto:info@saugatuckdouglas.com).