



Assistant Director

Agency: Hammond Downtown Development District

Address: 2 W Thomas St, Hammond, Louisiana, 70401

Reports To: DDD Executive Director

Job Type: Full time with annual salary and benefits

Closing: Friday, April 5, 2024 or until suitable candidate is found

TO APPLY: Submit cover letter, resume, professional references, and portfolio of events and/or marketing products to DDD Executive Director, Michelle Kendall, via email at kendall_ml@hammond.org. Include the following subject line: 'Assistant Director Application – [your name]'.
name]’.

ORGANIZATION DESCRIPTION: The Hammond Downtown Development District (DDD) seeks to protect, unite and rejuvenate the district in order to benefit residents and local commerce; making Downtown a promising place to socialize, do business and call home.

The DDD is a governmental agency with taxing authority governed by a seven-member volunteer Board of Directors. The DDD’s work is supported by six volunteer committees including: Advertising/Marketing, Design, Events, Farmers Market, Merchant, and Residential. The DDD facilitates Hammond’s Main Street program accreditation with support from the Hammond Historic District, City of Hammond, and other key organizational partners. With an over 40 year community-driven revitalization effort, Downtown Hammond was recognized as a Great American Main Street Award winner in 2022. To learn more about the DDD’s history and work, please visit: DDDHammond.com/about-us

SUMMARY: The Assistant Director of the Hammond Downtown Development District will aid as the direct assistant to the Executive Director. The Assistant Director is responsible for executing office operations, project management/ event planning, communications, and related work as required. This position requires work on evenings and Saturdays for events throughout the year.

PRIMARY DUTIES:

- **Administrative / Office Operations**
 - Assist with all meeting logistics including calendar requests, meeting location reservations, and associated items.
 - Assist in the preparation of meeting agendas and minutes in accordance with the State of Louisiana Open Meetings Law for all DDD meetings (including DDD Board of Directors and associated committees and/or work groups).
 - Assist in organizational reporting to partner agencies.
 - Complete weekly accounts payable functions including invoice creation and fulfillment, deposits, credit card reconciliation, and requisitions.
 - Provide excellent and timely customer service when answering calls, emails, and social media messages, greeting in-person visitors, and working with organizational partners.
 - Complete supply ordering, office equipment maintenance, file organization and database management.
 - Assist in fulfilling public records requests.



- Ensure physical office is maintained and open to the public during normal office hours (9AM to 5PM).
- **Project Management / Event Planning**
 - Work with Executive Director and Events Committee to deliver high-quality events that support Downtown Hammond merchants and residents.
 - Develop and implement plans for assigned events.
 - Research and communicate with vendors/ suppliers necessary to execute events.
 - Perform event budget monitoring and documenting expenses and revenue.
 - Establish staffing requirements and overall support for events and help manage event staff/ volunteers.
 - Support sponsor recruitment and deliverables.
 - Be available to work event set-up and day-of event operations including all DDD events and at least one Saturday per month from 7AM to 1PM (includes heavy lifting and working in outdoor weather conditions).
- **Communications**
 - Assist in the creation and distribution of marketing and promotional plans and materials including copywriting, graphic creation, photos, social media content, and website content.

NOTE: These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EDUCATION REQUIREMENTS:

- Bachelor's degree

EXPERIENCE REQUIREMENTS:

- Minimum of one (1) year of experience in administrative and office management operations.
- Minimum of one (1) year of experience in project management or event planning.
- Minimum of one (1) year of experience producing marketing and promotional plans and materials.

COMPETENCIES:

Employee must be able to operate basic office equipment, office computer, and other specialty equipment needed for the position. Employee must be proficient with Microsoft Office products (Word, Excel, and PowerPoint). An intermediate knowledge of the following applications are preferred: Google Suite, Canva, and Mailchimp (or similar email marketing software). A general aptitude to learn new software programs is expected. Employee must have strong verbal and written communication skills. Employee must be able to communicate clearly with staff and general public to provide clear, concise, and accurate information. Employee is expected to produce detail-oriented work independently and proactively, and demonstrate excellent organizational and time management skills.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

The Hammond Downtown Development District (DDD) is an Equal Opportunity Employer. ADA requires the DDD to provide adequate accommodations to qualified persons with disabilities. Prospective



and current employees are encouraged to discuss ADA accommodations with management. Minorities, women, veterans, and people with disabilities are encouraged to apply.

BENEFITS: Note - The Hammond DDD is a governmental agency utilizing the City of Hammond benefit packages as described below as well as the accounting, informational technology, and human resources departments. All salary and benefits are paid for by the DDD. DDD employees are NOT City of Hammond employees.

I. INSURANCE

MEDICAL INSURANCE: The City pays 100% of the premium for hospitalization coverage for regular full-time employee. The employee pays the premium for dependent coverage. Health reimbursement account is included. Health Insurance coverage is fully described in the Coverage Summary booklet.

DENTAL INSURANCE: The City pays 100% of the premium for dental coverage for regular full-time employee. The employee pays the premium for dependent coverage.

LONG-TERM DISABILITY INSURANCE: The City pays 100% of the premium for long-term disability insurance for regular full-time employee.

GROUP TERM-LIFE INSURANCE: Regular full-time employees of this City are covered with a \$30,000 Group Life Insurance policy. This insurance is payable in the event of your death from any cause, at any time or place, while you are insured. Payments will be made to the beneficiary, as designated by you. Refer to the literature provided by our insurance representative for details on your life insurance coverage.

VOLUNTARY INSURANCE: The City offers regular full-time employees additional voluntary coverage from independent companies through payroll deductions including; short term disability, critical illness, vision, whole life, accident and cancer. Details are available through the Human Resources Department.

II. Membership

CREDIT UNION MEMBERSHIP: City employees are eligible for membership in Louisiana Federal Credit Union. Membership can enable you to borrow money at low interest rates, and/or open and maintain an IRA account.

DIRECT DEPOSIT: Through any Bank.

III. RETIREMENT

RETIREMENT PLAN: City of Hammond regular full-time employees are eligible to participate in Police Municipal Employee Retirement System, Municipal Firefighter Retirement System, or Municipal Police Retirement System. Enrollment is mandatory at the time of hire. Temporary employees who anticipate working more than three months are required to enroll in the Plan. Details are found in the



Personnel Policies Manual.

IV. LEAVE

PAID HOLIDAYS: Regular full-time employees paid holiday pay in accordance with city policies and procedures for the following holidays: New Year's Day, Martin Luther King Day (observed), Mardi Gras Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, All Saints Day, Presidential Election (every four years), Veterans Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve and Day. Details are found in the Personnel Policies Manual.

PAID VACATION: Regular full-time employees are eligible for paid vacations. Employees serving in their Introductory Period, part-time, and/or temporary employees are not eligible for paid vacation. Details are found in the Personnel Policies Manual.

SICK LEAVE: Regular full-time employees who have completed one year of consecutive service are eligible for up to 12 days sick leave which may be used for person illness, doctor's appointments, or injury or illness not covered by worker's compensation with proper documentation.

