

**EXECUTIVE ADMINISTRATOR
GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY**

The Grand Rapids-Kent County Convention/Arena Authority is seeking to employ an individual to perform high-level professional and administrative support for the Authority and its committees. These functions include, but are not limited to, enhancing organizational systems for filing and record-keeping; handling correspondence, phone calls, and media relations; administrative support related to procedure and policy development, agenda preparation and distribution; meeting minutes; and establishing and maintaining extensive data bases. Preferably, the ideal candidate will have a bachelor's degree in business or public administration and a minimum of five years of experience in providing high-level professional and administrative support to an agency or organization. The salary range for this position is \$50,000 to \$60,000, plus benefits, depending upon qualifications and experience. Interested persons may make inquiries on this position and may submit a letter of interest, resume, and list of three references no later than Friday, May 31, 2024, to:

Jaedyn Childs
DeVos Place
303 Monroe Avenue, NW
Grand Rapids, MI 49503
jchilds@asmgrandrapids.com