



Southwest Brooklyn  
Industrial Development  
Corporation

## **Economic Development Program Associate**

### Overview:

We are proud to offer an exciting opportunity to join an organization that works at the intersection of economic development, workforce development, and advocacy in three of the most dynamic neighborhoods in New York City.

Since its founding in 1978, Southwest Brooklyn Industrial Development Corporation (SBIDC) has worked to create equal opportunity for the people and businesses of Brooklyn's working waterfront. SBIDC manages the southwest Brooklyn Industrial Business Zone (IBZ), helping people build careers and businesses in Sunset Park, Red Hook, and Gowanus. SBIDC delivers a wide range of business services to local firms and acts as an advocate for the industrial working waterfront. Additionally, SBIDC is a critical hub for connecting local employers with job seekers through its workforce center.

SBIDC seeks a highly motivated, dedicated, and creative individual to assist with the management of SBIDC's business education program, *Plan for Growth*, among other duties.

The position is from 9:00-5:00 Monday – Friday, occasional nights and weekends. **Candidates from Sunset Park, Gowanus, or Red Hook are encouraged to apply.**

### Job Duties

#### **Program Coordination:**

- Coordinate and assist with the management of *Plan for Growth*
  - Participate in program ideation and development process
  - Coordinate implementation of the program with the support of SBIDC's Director of Programs
  - Plan, conduct and track program recruitment, prioritizing local, BIPOC firms
  - Coordinate events and workshops for program alumni
  - Track, analyze and report program data
  - Assist with program reporting to NY Empire State Development
- Assist with planning and marketing SBIDC business education workshops and networking events
  - Develop marketing collateral for events and workshops
  - Develop and execute a scope of work for outreach and business engagement
  - Generate content for SBIDC newsletter, website and social media channels (Instagram and Linked In)

#### **Business Services:**



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- Provide direct assistance to small businesses in southwest Brooklyn
  - Call or visit targeted businesses to share new grant, loan or training opportunities
  - Document service requests and work with the Business Services Team to resolve specific cases
  - Conduct service follow-ups with businesses
- Research and document local business demographics
  - Conduct outreach to document business demographics and local market trends. Outreach methods may include phone calls, surveys, door-to-door canvassing, and other methods as needed

### Skills and Qualifications

- A commitment to and passion for helping small businesses and the neighborhoods of southwest Brooklyn
- A minimum of 3 years work experience in program administration, business services, economic development, or a related field
- A strong interest in small business development, particularly BIPOC businesses
- Strong organizational skills
- Strong graphic communication skills
- Attentive to detail and familiar with project management systems (Notion, Monday, Trello)
- Strong computer skills and familiarity with Salesforce or an equivalent CRM program
- Excellent writing, interpersonal, networking, communication, and analytical skills
- The ability to work as part of an energized and cohesive team
- Fluency in Spanish, Mandarin or Cantonese a plus
- Familiarity with NYC industrial and economic development initiatives a plus

### Compensation:

The salary range for this position is \$57,000 to \$65,000. The compensation package includes benefits, generous PTO, and retirement matching funds. SBIDC is an equal-opportunity employer committed to diversity and inclusion in the workplace. Our hiring decisions are based on merit, qualifications, and our organization's needs.