



Economic Development Specialist

Overview:

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

The Southwest Brooklyn Industrial Development Corporation (SBIDC) was founded in 1978 as a business membership organization to advocate for, and provide technical assistance to, small businesses in the waterfront neighborhoods of Sunset Park, Red Hook and Gowanus. SBIDC manages the City's largest Industrial Business Zone (IBZ). And in the past five years, the organization has expanded its mission to help residents secure and maintain good jobs, often in the same neighborhood businesses we have served for nearly 40 years.

SBIDC seeks a highly motivated individual who is interested in working directly with small business owners, supporting SBIDC's community planning efforts, and advancing the organization's marketing and reach. The ideal candidate will be interested in economic development, urban planning, and / or nonprofit management.

Specific Job Duties:

Business Services

- Call or visit targeted business to share new grant, loan or training opportunities
- Document requests and work with the Business Services Manager to resolve specific cases
- Conduct service follow-ups with businesses
- Assist Business Services Team with content creation for SBIDC reports, newsletters, and research memos

Community Planning

- Support SBIDC's community-driven planning exercises that seek more work opportunities for local residents (Gowanus), investments to benefit the local workforce (Sunset Park), and growth in the industrial sector to make neighborhoods more physically and economically resilient (Red Hook).

- Assist Deputy Director in advancing the goals of our Brownfield Opportunity Area (BOA) study, including preparation for public meetings and stakeholder engagement
- Conduct research for community planning efforts as needed

Membership & Organization Development

- Assist in planning, outreach and coordination of member-specific events
- Assist Director of Business Development with content creation for bi-weekly newsletter
- Work with Business Services Team to increase membership each month.
- Other duties as needed

Minimum Qualifications:

- Commitment to helping industrial businesses and growing employment opportunities along the working waterfront
- BA degree from accredited college or university
- Excellent interpersonal, networking and analytical skills
- Excellent writing skills
- Strong data management skills
- Willingness to work flexible hours, including occasional weeknights
- Basic computer skills, including Microsoft Office, Excel, Outlook, and a familiarity with CRM systems and Wordpress
- Individual must be motivated to work as part of an energized, cohesive team. Bilingual (Spanish, Mandarin, Cantonese) is a plus.

Please e-mail cover letter and resume to Jesse Solomon at jsolomon@sbidc.org by September 15th with “Economic Development Specialist” in the subject line. SBIDC is an Equal Opportunity Employer.