



Part-time Planning and Policy Lab Program Assistant

What is our Organization About?

[The Bronx Cooperative Development Initiative \(BCDI\)](#) is a community-led planning and economic development organization. We are growing a network of community and labor organizations, anchor institutions, and small businesses to build an equitable, sustainable, and democratic local economy that creates shared wealth and ownership for low-income people of color.

What Is the Position We Are Looking To Fill?

We are looking for a part-time Program Assistant to support the Planning and Policy Lab (PPL), a project of BCDI. The PPL provides local planning capacity by, with, and for the Bronx. We provide partners with research, land use, and data analysis, and collaborate with community stakeholders in participatory planning, strategy development, and capacity building.

This past spring, in collaboration with community, faith, and labor organizations, BCDI launched a Bronx-wide planning process to co-create a long-term economic development plan for the borough rooted in advancing racial justice and economic democracy. This position will work with the Director of the PPL and members of the Bronx-wide Coalition to provide administrative and coordination support to advance the day to day activities of the Coalition. This position will report to the Director of the Planning and Policy Lab.

What Are the Job Responsibilities and Duties?

- Prepare agendas and materials for team meetings, organizational one on ones, and internal check-ins
- Provide scheduling, note-taking, and follow up support for meetings
- Share updates with BCDI and other Coalition members as relevant
- Maintain and update records
- Support the Coalition's communications capacity, including by managing social media and creating content

What Skills Should You Have? What Skills Should You Be Willing To Quickly Learn?

Required Skills and Experience

- Ability to multi-task with strong attention to detail
- Strong problem-solving skills
- Can work independently with a proactive approach
- Excellent note-taker
- Experience with Google Suite

Preferred Skills and Experience

- Familiarity with or interest in the work of the Planning and Policy Lab
- Experience with project management and CRM platforms (Slack, Asana, Hubspot), and social media platforms (Facebook, Instagram, and Twitter)
- Experience with content creation for communications

What Else Should You Know About Us?

- Our framework is economic democracy. A willingness to learn more about it and ask questions is key. Our team is willing to share and discuss, as well as provide suggestions and recommendations.
- Black liberation is the approach we take as our explicit intention to center local economic development as a means for advancing self-determination for Black people and people of color.
- Community is the center of our work. Our organization exists to expand the capacity of the existing assets in the neighborhoods and communities we work with. We facilitate and coordinate in a manner to amplify the work of our partners and advance their desired impact. Working here requires one to orient and relate to others through a strength and asset-based approach; not deficits and pathologies.
- We believe in continuous improvement. We try, evaluate, learn, and improve.
- Our processes are iterative. Revision and drafts are part of getting to the best product.
- Teamwork means open and empathetic listening, clear communication on successes and challenges, active participation in solution-making, and a willingness to support the workflows of colleagues.
- You matter to us. We seek to support and create experience for the professional development of our staff.

What is the Compensation for this position?

- This position pays \$20/hour
- This position is part-time (20 hours/week) for 9 months with an October start date, with possibility for extension

This position can be filled remotely.

How Do I Apply?

To apply, complete [this form](#). Applications will be reviewed on a rolling basis and selected candidates will receive an email from BCDI's hiring manager with information on next steps. The deadline to apply for this position is October 15, 2021.

People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

BCDI is an equal opportunity employer and prohibits discriminatory employment actions and treatment against employees and applicants for employment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, past incarceration, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by law, as is harassment based on any of the above-protected categories.