



BID Commercial Revitalization Assistant (part-time), released Feb. 25, 2022

Help us make Flatbush a better place to do business, shop, and live!

Days/Hours: Mostly weekdays but flexible with preference for individuals who can join us at some BID events and the occasional weekend activity..

Pay: \$20/hour for 20 + hours/month. This position does not come with benefits.

Position Overview

The Church Avenue Business Improvement District and Flatbush Avenue Business Improvement Districts (the BIDs) are seeking an enthusiastic, energetic, outgoing individual to join our small team working to make a big difference in our multi-cultural community. The position is part time and involves a lot of in-person outreach as well as help managing projects.

The Commercial Revitalization Assistant will work on our three-year Avenue NYC commercial revitalization grant and on other BID projects. The position is part-time and will report to the Executive Director for general BID work and to the Avenue NYC program manager on those projects. Applicants should be available to start by late March, 2022 possibly earlier - candidates will be evaluated on a rolling basis. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States.

Responsibilities include all or some of the following:

- Distribute materials door-to-door such as distribution, hanging and/or collecting event flyers and forms.
- Conduct in-person surveys of shoppers and visitors to the BIDs and enter that data into a spreadsheet.
- Work at BID events (street fairs, holiday events, annual meetings, back-to-school party, etc.) including transporting and setting up equipment, working event, speaking with the public, packing up, photography, etc.
- Help plan, organize, and recruit for meetings with BID members, community, and/or other stakeholders as part of the Avenue NYC grant and for other BID projects addressing public concerns. While almost all outreach will be in-person, there will be a small amount of phone and email outreach.
- Help organize and promote art contest and related community art event(s); assist in managing print orders of related marketing items.
- Run occasional errands (such as picking up boxes of PPE, picking up print jobs, delivering giveaways).
- Conduct Conditions Monitoring (walkthroughs of both BIDs to note changes such as vacancies, sanitation issues, locations of graffiti) and track these in a spreadsheet.
- Prepare brief summaries of your work and/or prepare time sheets and other documentation as required by our funder(s).
- Help assemble gift bags, stuff envelopes, etc.
- Research projects, as needed.
- Data entry, copying, printing.
- Other assignments, as needed

Church Avenue BID & Flatbush Avenue BID Administrative Office

2211 Church Avenue, Brooklyn, NY 11226, 718-282-2500, info@churchavenue.org/flatbushavebid1@gmail.com



*Please note that responsibilities may change with updated guidance provided by the City and State related to COVID-19. All meetings, trainings, and community event attendance formats (whether virtual or in-person) will be determined according to the City and State public health guidelines.

Minimum Qualifications:

The ideal candidate will effectively demonstrate:

- Strong, demonstrated people skills and comfort conducting in-person outreach with patience, persistence, and a friendly demeanor;
- Interest or experience with commercial revitalization, nonprofits, community-based planning and organizing, retail, hospitality administration, and/or neighborhood development issues;
- Familiarity with Flatbush/Ditmas;
- Commitment to engaging diverse constituents in low- and moderate-income communities; be interested in understanding the different perspectives and needs of diverse community stakeholders.
- Ability to coordinate and manage multiple tasks and projects simultaneously, and provide timely and clear updates to supervisors;
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through;
- Ability to complete tasks and projects with tight deadlines;
- Demonstrate a passion and commitment to creating and maintaining strong, vibrant neighborhoods and commercial corridors;
- An ability to be flexible and willingness to wear “multiple hats” if and when needed;
- Flexible schedule with the ability to work some weekends and evenings, if needed;
- Physical endurance and stamina to travel throughout both districts frequently and occasionally transport materials;
- Proficiency in Microsoft Office applications, including Word and Excel;

Preferred Skills:

- Hands on experience doing face-to-face field work, customer service, or retail;
- Experience with and knowledge of digital/social media marketing and campaigns;
- Conversational or written skills in French/Haitian Creole or Spanish a plus;
- Proficiency in Excel, Adobe Creative Suite, ArcGIS preferred, but not required.

Organization Description

The BIDs represent the businesses and properties on Church Ave. from Flatbush Ave. to Coney Island Ave., and Flatbush Ave. from Parkside Ave. to Cortelyou Rd. We are located in the heart of Flatbush, a vibrant multi-cultural neighborhood in central Brooklyn. The two BIDs share office, staff, and much of our programming although a few programs may be handled by only one of the BIDs.

The BIDs provide supplemental services to several hundred business and property owner members including: sanitation, marketing, business development, streetscape improvement, COVID recovery services, one-on-one assistance, and advocacy. Additionally, the BID gives businesses and owners an opportunity to be active in their community and take responsibility for making Flatbush a better place to shop and do business.

Work Environment:

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Our staff of four work staggered days. We are located in a co-working space by Prospect Park and encourage staff to make use of the space's rooftop seating or large common areas when there are multiple BID staff in the office. The B41 and B16 buses and B/Q trains stop within two blocks of our office.

All BID staff must comply with the BIDs' safety plan/infectious disease plan. All employees must provide proof that they are fully vaccinated against COVID-19 prior to being considered for employment (two Pfizer or Moderna plus booster, or one Johnson & Johnson plus booster), wear masks when in our shared office or when doing field work, complete a daily COVID screener prior to every work day, etc. The plan may change as circumstances shift.

How to Apply:

Submit the following documents to InfoChurchFlatbush@gmail.com. Please submit all documents as attachments/PDFs (please don't send links to resumes/cover letters) and write "BID Assistant" in the subject line.

- Resume
- Cover letter, including how your skills/background make you a good fit for this position.
- Three references: provide phone/email for individuals who held positions senior to yours in work, volunteer, and/or academic capacities.

Only applicants under consideration will be contacted. No phone calls, please.

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