



Program Manager, Commercial Revitalization (updated 11/16/22)

Organization Description:

The Church Avenue BID and Flatbush Avenue BID cover just under two miles along Church Avenue from Flatbush Avenue to Coney Island Avenue, and on Flatbush Avenue from Parkside Avenue to Cortelyou Road. and consist of approximately 450 businesses and 270 different properties. The BID is located in the heart of Flatbush, a vibrant multi-cultural neighborhood in central Brooklyn.

The BIDs provide supplemental services to the merchants and property owners within the two districts. These services include: sanitation, marketing, business development, streetscape improvement, COVID recovery services, one-on-one assistance, and advocacy. Additionally, the BIDs give merchants and owners an opportunity to be active in their community and take responsibility for making Church Avenue and Flatbush Avenue better places to shop and do business.

Job Description:

The Commercial Revitalization Program Manager will help the Church Avenue BID and Flatbush Avenue BID develop, design, and deliver commercial revitalization programs and services during the second half of the organization's three-year Avenue NYC Commercial Revitalization grant funded by the New York City Department of Small Businesses Services (SBS). This grant ends on June 30, 2024 and while we cannot guarantee an offer of an ongoing job, it is likely that we will be interested in continuing the position on a permanent basis. Although the Program Manager position is paid by the Church Ave. BID, all aspects of this position will be designed to serve *both* BIDs.

Avenue NYC grants strengthen community-based development organizations (CBDOs) to carry out commercial revitalization programs in low- and moderate-income (LMI) communities. The Program Manager will work in partnership with the organization's leadership to help develop and implement various commercial revitalization projects that will address the needs identified by the Commercial District Needs Assessment that the BIDs and three other Flatbush nonprofits completed earlier in 2022. The Program Manager will be part of a cohort of other Avenue NYC grant-funded program managers dedicated to executing commercial revitalization programs in commercial districts across New York City.

The position is full-time and will report to the Executive Director. Work hours are 9:00 a.m. to 5:00 p.m., Monday to Friday. Hours can be modified on occasion when BID events and activities are held on evenings or weekends. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States.

*Responsibilities include but are not limited to:

- Help plan, develop, implement and evaluate commercial revitalization programs serving a targeted section of Flatbush/Ditmas; including but not limited to merchant organizing and engagement, business support and retention, neighborhood beautification, commercial district marketing and promotion; and storefront vacancy reduction and retail mix enhancement.
- Organize a Neighborhood Beautification Day, community meetings, and other beautification activities all as part of the BIDs' A Cleaner Community initiative.
- Develop communications materials for local businesses, residents, and other stakeholders highlighting events or relevant services and programs.
- Facilitate conversations with a wide range of stakeholders on a range of complex issues and projects that impact the Church Ave. BID and Flatbush Ave. BID.
- Build community partnerships through meetings and attendance at community events, including; special events, precinct council meetings, community board meetings.
- Engage community stakeholders and partner organizations in designated commercial corridor efforts.
- Regular reporting including but not limited to tracking and measuring program metrics and impact, completing timesheets, reporting at bi-weekly meetings with the funder, and writing summaries and reports.

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- Participate in a series of trainings and networking opportunities with Avenue NYC program managers from around the City focused on professional development and commercial revitalization.
- Connect local stakeholders to additional economic development resources offered by the City of New York.
- Target area includes both the Church Ave. BID and Flatbush Ave. BID, and extends several blocks outside both BIDs including the Parade Ground.
- Other tasks as assigned.

*Please note that responsibilities may change with shifting needs of SBS and 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) are subject to change based on public health guidelines.

Minimum Qualifications:

The ideal candidate will effectively demonstrate:

- Two or more years of experience in community nonprofits, commercial revitalization, public administration, urban planning, community-based planning and organizing, hospitality administration, and/or neighborhood development.
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through when faced with tight deadlines.
- Ability to coordinate and manage multiple tasks and projects simultaneously, and provide timely and clear updates to supervisors.
- Strong, demonstrated people skills and comfort working as part of a small team and when conducting in-person outreach with patience, persistence, and a friendly demeanor.
- Strong written and verbal communication skills.
- Familiarity with Flatbush.
- Commitment to engaging diverse constituents in low- and moderate-income communities; be interested in understanding the different perspectives and needs of diverse community stakeholders.
- Demonstrated ability to develop and maintain strong relationships with governmental agencies, elected officials, non-profit organizations and other community groups.
- 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.
- Ability to work the occasional weekend and evening.
- Physical endurance to travel throughout both districts sometimes carrying communications or other materials..
- Working knowledge of Microsoft Office applications, including Word and Excel, Google Docs/Spreadsheets/Calendar, and Gmail.

Preferred Skills:

- Hands on experience doing face-to-face field work or customer service.
- Knowledge of successful community organizing, consensus and coalition building techniques, and best practices.
- Experience with and knowledge of digital/social media marketing and campaigns.
- Conversational or written skills in French/Haitian Creole a plus.
- Familiarity using mapping and/or design programs preferred, but not required.

Desired Qualifications:

1. A baccalaureate degree from an accredited college or university and a minimum of two years of full-time experience in one or more of the following fields: urban planning, community organizing, public administration, project management; real estate;
2. An associate degree from an accredited college or university and a minimum of three years of full-time experience in one of the above fields;
3. Education and/or experience equivalent to “1” or “2” above.

**Compensation:**

Salary: \$57,000 - \$60,000 based on experience with generous benefits (see below).

Benefits: the BID currently pays 85-90% of employee's benefits (subject to change): Medical, dental, vision, three weeks paid vacation and other paid time off.

How to Apply:

Submit the following documents to InfoChurchFlatbush@gmail.com. Please submit all documents as PDFs and write "Ave NYC Program Manager" 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.

Application deadline: Wed. Nov. 30, 2022 at 11:59 p.m.

Work Environment:

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. Assume that you will be in the office or in the field four days/week, and working from home one day/week.

All BID staff must comply with the BIDs' safety plan/infectious disease plan. Currently, we require that all staff be fully vaccinated against COVID-19, and wear masks when in our shared office or when doing field work. The plan may change as circumstances shift.

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

Appr. by LEC, 11/16/22