

ECONOMIC DEVELOPMENT OUTREACH COORDINATOR

JOB DESCRIPTION

Agency Description:

IMPACCT Brooklyn is a dynamic neighborhood-based organization. We combine community organizing tenant and homeowner services, affordable housing development and management, and economic development to improve Brooklyn.

Job Description:

IMPACCT Brooklyn is seeking an energetic and organized individual to assume the position of Economic Development Outreach Coordinator. This position will work closely with the Program Manager to assist with the implementation of neighborhood improvement and Business Development and Revitalization projects. Our ideal candidate is team oriented, responsible, reliable and have a strong motivation to undertake challenging work for the benefit of our clients. We encourage all who are qualified and want to work with a dynamic and highly productive team to apply. This position reports to the Director of Economic Development.

Key Responsibilities Include:

- Assist with the planning process for the projects which should include the following components:
 1. Do outreach and assist with facilitating events e.g. meetings, workshops, trainings.
 2. Assist with engaging small businesses with workshops and initiatives.
 3. Update and maintain databases with current and relevant data e.g. commercial vacancies, land use and business ownership.
 4. Conduct and analyze neighborhood viable needs and shoppers surveys.
 5. Research resource information for small business owners and best practices that can assist in the development and implementation of our programs
 6. Work with stakeholders, public and private agencies on neighborhood safety, sanitation, and beautification projects
 7. Co-design and co-produce with the Communications team to produce brand-consistent marketing & outreach materials and advertising for small business programs

Preferred Skills:

- Bachelor's degree or 2-3 years of experience in community or business development and outreach
- Demonstrate excellent organizational, project and time management skill
- Proficiency in Microsoft Office applications; familiarity with Social Media applications, marketing mapping software a plus
- Strong research, organizational and problem solving skills
- Self-starting, independent thinker who thrives as a flexible team player
- Excellent communication skills

SUPERVISORY RESPONSIBILITY

Direct supervisory responsibility of outreach volunteers

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. The employee is often required to stand or walk for extended periods of time. Prolonged periods of sitting at a desk and working on a computer. The ability to cope with and tolerate moderate levels of stress is also a necessity. The employee may occasionally lift and/or move up to 25 pounds. The employee may be required to travel to other facilities.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time non-exempt position, office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m., late evenings and weekends as necessary. Flexible schedule considered. Travel is primarily local during the business day, although some out-of-the-area travel may be expected.

Compensation: Commensurate with experience; Health, Dental, EAP, PTO and other fringe benefits

If interested, please send resume and cover letter indicating salary requirements to:

Email: resumes@impacctbk.org

PLEASE INDICATE “**ECONOMIC DEVELOPMENT OUTREACH COORDINATOR**” ON SUBJECT LINE

IMPACCT Brooklyn and its affiliates are Equal Opportunity Employers

IMPACCT Brooklyn is leader in community-based development work for 55+ years. As a comprehensive community development corporation, in addition to housing development, IMPACCT Brooklyn provides economic mobility programs and services in support of residents and small businesses including: community organizing, homeowner counseling & foreclosure prevention, financial capacity building and merchant services.