

POSITION TITLE: Program Manager, East Village Commercial Revitalization

POSITION PURPOSE: The East Village Commercial Revitalization Program Manager will help the Lower East Side Partnership (LESP) develop, create and deliver commercial revitalization programs and services in the East Village as part of the organization's three-year Avenue NYC Commercial Revitalization grant funded by the New York City Department of Small Businesses Services. Avenue NYC grants strengthen community-based development organizations (CBDOs) to carry out work in low- and moderate-income communities. The Program Manager will be responsible for leading a commercial district needs assessment process in the East Village and spearheading a process to analyze the data collected through the needs assessment and engage community stakeholders. Following the completion of the needs assessment, the Program Manager will work in partnership with the organization's leadership to develop and implement various commercial revitalization projects that will address the needs identified by the assessment. The Program Manager will be part of a cohort of Avenue NYC grant-funded program managers dedicated to positively impacting commercial districts throughout New York City.

THE POSITION IS FULL-TIME AND WILL REPORT TO LESP'S DIRECTOR OF ECONOMIC AND COMMUNITY DEVELOPMENT. APPLICANTS MUST BE AVAILABLE TO BEGIN WORK BY JULY 1, 2019. IN COMPLIANCE WITH FEDERAL LAW, ALL PERSONS HIRED WILL BE REQUIRED TO VERIFY IDENTITY AND ELIGIBILITY TO WORK IN THE UNITED STATES.

ROLES AND RESPONSIBILITIES:

- Plan, develop, implement and evaluate commercial revitalization programs serving the East Village; including but not limited to merchant organizing and engagement, business support and retention, public space activation and management and commercial district marketing and promotion;
- Assess neighborhood conditions and needs by gathering and analyzing commercial district data through a rigorous district needs assessment process;
- Develop communication materials for local businesses, residents and other stakeholders highlighting events or relevant services and programs;
- Facilitate in-person conversations and build community partnerships with a wide range of stakeholders and partner organizations, including Community Board 3 and NYPD 9th Precinct, on a range of complex issues and projects that impact the East Village;
- Liaise regularly with multiple City agencies including SBS, NYCHA, DOT, FDNY, NYPD, DSNY and others to leverage resources and acquire the necessary support for projects and initiatives;
- Track and measure program metrics and impact;
- Participate in a series of cohort trainings and site visits focused on professional development and commercial revitalization best practices.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in one or more of the following fields: urban planning, community organizing, public administration, project management or real estate;
- Two or more years of full-time experience with commercial revitalization, community nonprofits, community-based planning and organizing and/or neighborhood development initiatives;
- Familiarity with the East Village and a desire to interface directly with a diverse array of stakeholders in low- and moderate-income communities;
- Strong aptitude for interpreting data and data trends;
- Go-getter attitude and passion, a personality that demonstrates excitement, confidence and adaptability, and excellent public speaking skills;
- Demonstrated ability to develop and maintain strong relationships with governmental agencies, elected officials, non-profit organizations and other community groups;
- Ability to multitask under tight time constraints and provide timely and clear updates to supervisors along with having excellent organization, attention to detail and follow-through;
- Flexible schedule with the ability to work some weekends and evenings;
- Proficiency in Microsoft Office applications, ArcGIS and/or QGIS and the Adobe Creative Suite.

PREFERRED SKILLS:

- Knowledge of successful community organizing, consensus and coalition building techniques and best practices;
- Experience with and knowledge of digital/social media marketing and campaigns.

SALARY:

~\$60,000 inclusive of health benefit costs if elected

PERKS:

- The East Village is your Office!
- Assigned organization Macbook and iPhone X

TO APPLY:

Submit the following documents as PDFs to jobs@lowereastside.org with "East Village Commercial Revitalization Program Manager" in the subject line:

- Resume detailing relevant experience;
- Cover letter explaining your qualifications and desire to work in the East Village;
- Minimum three references.