



OPEN SPACE / EVENTS COORDINATOR

Organization Description:

Uptown Grand Central is a nonprofit organization that works to create a thriving East 125th Street corridor and East Harlem through community collaboration and advocacy in action. Founded as a merchants association (NHEMA) in 2013, Uptown incorporated as a 501c3 in 2016, and strives to meet the needs of the neighborhood by: Establishing safe and active public spaces; greening, cleaning and public art; supporting and strengthening our local small businesses; and building connections across the neighborhood through innovative events and storytelling. As East Harlem continues to grow, we seek to be a platform for culturally responsive and responsible community development.

Job Description:

The Open Space / Events Coordinator will develop, design and deliver programs and services as part of Uptown's five-year initiative to build organizational capacity and respond to neighborhood needs. The role of the Coordinator will be to be inquisitive and forward-thinking in analyzing upcoming neighborhood challenges, then developing creative and timely responses. Projects may include: Open Streets and Open Restaurants; programming in the 125th Street Plaza and along the East 125th Street and Park Avenue corridors; cultural events such as Make Music New York, the Grandscale Mural Project, Harlem Restaurant Week, Harlem Fitness Week and the Harlem Night Market; neighborhood history-gathering and storytelling; civic engagement; and facilitating relationship-building between our diverse stakeholders.

The position will report to the Director, and is available part-time, though full-time applicants may be considered. Applicants should be available to begin work starting May 2022 or as soon as possible. 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:

- Plan, develop, implement and evaluate community development programs serving East 125th Street and East Harlem, including but not limited to public space activation and management, district marketing and promotion, and neighborhood/civic engagement;
- Host community events and spaces that are welcoming and effective;
- Engage community stakeholders and partner organizations, and as necessary connect them with information and resources;
- Assess neighborhood conditions and needs by gathering and analyzing data, and tracking and measuring program metrics and impact;
- Other responsibilities as needs arise.

Minimum Qualifications:

The ideal candidate will effectively demonstrate:

- Two or more years of experience with community-based planning and organizing, and events and open space management;
- Familiarity with the East 125th Street corridor, and Harlem as a whole;
- Be interested in understanding the different perspectives and needs of diverse community stakeholders; commitment to engaging diverse constituents in low- and moderate-income communities;
- An ability to be flexible and willingness to wear “multiple hats” if and when needed; 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;
- Knowledge of successful community organizing, consensus and coalition building techniques and best practices;
- Flexible schedule with the ability to work weekends and evenings, if needed;
- High level of proficiency in multiple digital applications, including Word, Excel, PowerPoint, Squarespace, Mailchimp and Airtable.

Preferred Skills:

- Fluency in Spanish is preferred.

Desired Qualifications:

1. A bachelor’s 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: Events production, community building and/or urban planning.

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:

The position is available part-time, though full-time applicants may be considered based on experience and interest. Compensation is \$25-27 per hour for 20-30 hours per week.

At this time, Uptown Grand Central is able to offer workers compensation, and paid disability and family leave. We are unable to offer health insurance.

How to Apply:

Submit the your resume and a cover letter with statement of purpose to info@uptowngrandcentral.org. Please submit all documents as PDFs and write "Open Space / Events Coordinator" in the subject line.

Application deadline: **Until Filled**

Uptown Grand Central is committed to the principles of equal employment. We are committed to complying with all federal, state and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination or retaliation because of age (40 and over), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state or local laws. The organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

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