



Program Manager Job Posting for YAMA

Job Title: Avenue NYC Program Manager

Location: Multiple neighborhoods in the Bronx

Summary

The Yemeni American Merchants Association (YAMA) is a community-based non-profit organization that offers comprehensive services for merchants and their families in New York City. YAMA seeks to support the growth and development of Yemeni American merchants and their families through education, capacity-building services, information, networking, and advocacy. YAMA's immigrant services programs were created to meet the needs of a growing Yemeni immigrant population across New York City. Through ESOL classes, case management, immigration legal services, civic engagement programming, and merchants' services to help immigrants be successful in work, education, and civic life.

Job Description

The Avenue NYC Program Manager will help YAMA develop, design, and deliver commercial revitalization programs and services as part of the organization's one-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 commercial revitalization programs in low- and moderate-income communities. The Avenue NYC Program Manager will work in partnership with the organization's leadership to develop and implement various commercial revitalization projects in **multiple neighborhoods in the Bronx**. The Avenue NYC Program Manager is part of a cohort of 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 Programs Director. Applicants must be available to begin work by October 26th 2021. 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 commercial revitalization programs serving across multiple neighborhoods in the Bronx; including but not limited to merchant organizing and engagement, business support and retention, public space activation and management, and commercial district marketing and promotion.



- Develop communication 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 **multiple neighborhoods in the Bronx**.
- Build community partnerships through in-person meetings and attendance at community events, including; special events, precinct council meetings, community board meetings.
- 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.
- Engage community stakeholders and partner organizations in designated commercial corridor efforts;
- Track and measure program metrics and impact.
- Participate in a series of cohort training and site visits focused on professional development and commercial revitalization best practices.
- Connect local stakeholders to additional economic development resources offered by the City of New York.
- Other duties as assigned by the Executive Director.

Qualifications:

- Bachelor's degree in political science, international relations, urban planning or similar field and one year at least of solid work experience.
- Strong public speaking, writing and analytical skills.
- Deep interest and commitment to community and social justice issues.
- Strong relational skills and ability to connect, engage and inspire community members.
- Capacity to think strategically and analytically about issues impacting communities.
- Commitment to bottom-up organizing, grassroots leadership and collective decision-making.
- Proficient computer skills and prior experience or aptitude with internet applications including email, constituent relationship management or other related data systems, social networking systems, mobile platforms, and web applications.
- Graphic design, video editing, and HTML/CSS experience preferred.
- Some knowledge of CMS and CRM systems, preferably WordPress and EveryAction.



- Strong understanding of digital media and online organizing, including social engagement.
- Ability to track and analyze metrics related to online action and fundraising efforts.
- Desire to test and optimize online tactics to develop best practices.
- Disciplined and able to work effectively, independently and in a team setting.
- Experience in organizing with immigrant communities, communities of color, political organizing, union organizing, or related work.

Compensation & Benefits:

- Commensurate salary \$55,000 based on experience. **(One year contract** can be considered for renewal).
- Vacation, holiday and sick leave.

to Apply:

Submit the following documents to Amal@yamausa.org and write "Avenue NYC Program Manager" in the subject line.

- Resume
- Cover letter