



*Queens Economic
Development Corporation*

*120-55 Queens Boulevard, Suite 309
Kew Gardens, NY 11424*

*Tel 718 263 0546
Fax 718 263 0594*

www.queensny.org

Program Manager, Commercial Revitalization

Organization Description:

The mission of the Queens Economic Development Corporation (QEDC) is to create and retain jobs through programming that grows our neighborhoods, assists small businesses and promotes tourism and business development. Since 1977, QEDC has worked with scores of neighborhoods to revitalize their commercial districts by creating merchant organizations and establishing business improvement districts. Additionally, we offer business counseling to assist aspiring entrepreneurs establish and grow businesses; and serve as the leading marketing and tourism promotion organization in Queens County.

Job Description:

The Commercial Revitalization Program Manager will help Queens Economic Development Corporation, develop, design, and deliver commercial revitalization programs and services 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 commercial revitalization programs in low and moderate income communities. The Program Manager will be responsible for leading a commercial district needs assessment process in the relevant commercial corridor(s) 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 executing commercial revitalization programs in commercial districts across New York City.

The position is full-time and will report to the Deputy Director. 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.

Responsibilities include but are not limited to:

- Plan, develop, implement and evaluate commercial revitalization programs serving Richmond Hill, Queens; 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 conversations with a wide range of stakeholders on a range of complex issues and projects that impact Liberty Avenue;
- 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 trainings 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 tasks as assigned.

Minimum Qualifications:

The ideal candidate will effectively demonstrate:

- Two or more years of experience with commercial revitalization, community nonprofits, community-based planning and organizing, and/or neighborhood development issues;
- Familiarity with Richmond Hill, Queens;
- Commitment to engaging diverse constituents in low and moderate-income communities; be interested in understanding the different perspectives and needs of diverse community stakeholders.
- Strong aptitude for interpreting data and data trends;
- Demonstrated ability to develop and maintain strong relationships with governmental agencies, elected officials, non-profit organizations and other community groups;
- 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;
- An ability to be flexible and willingness to wear “multiple hats” if and when needed;
- Flexible schedule with the ability to work some weekends and evenings, if needed;
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint;

Preferred Skills:

- Strong comprehension of research methodology, data collection analysis
- Knowledge of successful community organizing, consensus and coalition building techniques and best practices;
- Experience with and knowledge of digital/social media marketing and campaigns;
- Proficiency in Adobe Creative Suite, Tableau, ArcGIS.



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; data collection/analysis; business administration, economics; 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 commensurate with experience. The standard working hours are 8 hours per day between the hours of 8AM – 6PM with 1 hour for lunch. The position will require some evening and weekend hours as needed, The QEDC provides health insurance and paid vacation and holidays.

How to Apply:

Submit the following documents to qedcjobs@queensny.org. Please submit all documents as PDFs and write “Commercial Revitalization Program Manager” in the subject line.

- Resume
- Cover letter
- Please provide a writing sample of 3-5 pages of a report or recent document you wrote
- Two references – former employer and/or instructor.

[Application deadline:](#) **May 22, 2019**

QEDC is committed to hiring qualified persons without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability or genetic information.

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

