



***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 – Avenue NYC Astoria**

### **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 (SBS). Avenue NYC grants strengthen community-based development organizations (CBDOs) to carry out commercial revitalization programs in low- and moderate-income (LMI) communities. 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 other 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 Director of Neighborhood Development. Applicants must be available to begin work by August 15th, 2022. 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 Astoria, 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.
- Manage and engage with grant subcontractors to ensure that tasks are performed accurately and in a timely manner.
- Facilitate conversations with a wide range of stakeholders on a range of complex issues and projects that impact Astoria, Queens.
- Build community partnerships through 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.



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- Participate in a series of cohort trainings focused on professional development and commercial revitalization best practices.
- Connect local stakeholders to additional economic development resources offered by the City of New York.

\*Please note that responsibilities may change with shifting needs of SBS, and updated guidance provided by the City and State related to COVID-19. All meetings, trainings, and community event attendance formats (whether virtual or in-person) will be determined according to the City and State public health guidelines.

**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 Astoria, 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” 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:**

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

**Desired Qualifications:**

- 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; real estate
- 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.
- Education and/or experience equivalent to “1” or “2” above.



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**Compensation:**

Salary is \$55,000 annually. 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](mailto:qedcjobs@queensny.org). Please submit all documents as PDFs and write "Avenue NYC Astoria Program Manager" in the subject line.

- Resume
- Cover letter
- Two references – former employer and/or instructor.

**Application deadline: August 1<sup>st</sup>, 2022**

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.