

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Assistant Program Manager
Department: Business Development Center
Reports to: Program Manager
Hours: Full Time (35 hours weekly)

Overall Responsibilities:

Union Settlement's Business Development Center is seeking a hard working, committed individual, with a capacity to work both independently and in a team environment. This individual would assist in the management and implementation of new commercial revitalization projects in East Harlem. The Assistant Program Manager would be responsible for interacting with merchants and helping to: plan and implement events, secure information and resources for merchants, further develop merchant cohesiveness, conduct outreach to neighborhood stakeholders and write reports, as required.

General Responsibilities:

- Assist in planning and implementing workshops/courses to inform and educate merchants.
- Assist in recruiting merchants into the East Harlem Community Alliance (EHCA);
- Assist in the development and implementation of community events
- Attend EHCA Quarterly meetings, as required
- Attend monthly meetings with commercial revitalization partners, and other East Harlem stakeholders
- Assist in maintaining and updating existing commercial district files
- Write reports, as required

Qualifications:

- Must have capacity to personally interact with merchants in the commercial corridors, on a regular basis.
- Individual must be bilingual: English/Spanish
- Minimum Associates degree or 5 years experience working with merchants
- Knowledge of the East Harlem's primary commercial corridors
- Experience working with merchants
- Strong verbal, written, organizational and problem solving skills
- Demonstrated ability to perform multiple tasks
- Proficient Computer skills

To Apply:

Please Send Cover Letter, Resume, References and Salary Requirements to:

jobs@unionsettlement.org

Please indicate Program Manager/BDC in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER