



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: Program Manager
Department: Business Development Center (BDC)
Reports to: Senior Director
Hours: Full Time (35 hours week)

Overall Responsibilities:

Union Settlement's Business Development Center is seeking a passionate program manager and relationship builder to shepherd new commercial revitalization initiatives in East Harlem. This individual would be responsible for administrative management of commercial revitalization projects in East Harlem, including coordinating with project partners and serving as primary liaison with the NYC Department of Small Business Services (SBS). The commercial revitalization projects are designed to enhance the economic vitality of the primary commercial corridors in East Harlem, including through assistance to small businesses, district marketing, merchant organization, business district cleaning and beautification efforts, and placemaking events. The Program Manager will conduct outreach to merchants, determine and address merchant needs, further develop merchant cohesiveness, liaise with project partners and neighborhood stakeholders, and report on status of deliverables.

General Responsibilities:

- Manage and coordinate commercial revitalization projects in East Harlem, including working closely with the program partners and SBS
- Proactively engage merchants within East Harlem's major commercial corridors.
- Identify merchant needs on an ongoing basis.

- Plan and implement workshops/courses to inform and educate merchants.
- Work with NYC's Business Solution Center to secure appropriate workshop facilitators.
- Secure course instructors as required;
- Recruit additional merchants into the East Harlem Community Alliance (EHCA);
- In conjunction with merchant leaders, plan and implement merchant-sponsored community events, both within Vendy Plaza and on designated streets.
- Attend EHCA Quarterly meetings and report on status of commercial revitalization projects
- Work with SBS staff on BID feasibility study-
- Conduct monthly meetings with commercial revitalization project partners.
- Meet with East Harlem stakeholders on a quarterly basis.
- Maintain and update existing commercial district files
- Write reports
- Undertake other tasks assigned by the BDC Senior Director and Deputy Director

Qualifications:

- Background in urban planning, community development, and/or community organizing
- BA/BS degree preferred
- At least 2 years of experience in economic development, small business assistance, merchant organizing and/or commercial corridor revitalization preferred
- Knowledge of East Harlem commercial area preferred
- Knowledge of New York City's Business Solution Center resources
- Strong project management skills
- Strong verbal, written, organizational and problem solving skills
- Demonstrated ability to perform multiple tasks
- Proficient computer skills, including Word, Excel and Powerpoint
- Bilingual English/Spanish preferred

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