

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: Project Manager (Buy East Harlem Initiative)

Department: Business Development Center

Reports to: BDC Senior Director

Hours: Full Time (35 hours weekly)

Overall Responsibilities:

Union Settlement's Business Development Center is seeking a hard working, energetic and committed individual, with a capacity to work both independently and in a team environment. This individual will work with Union Settlement's Business Development Center, the N360 Project Staff and the East Harlem Community Alliance (EHCA) in order to increase the volume of locally sourced and purchased goods and services among East Harlem businesses. This will include contacting East Harlem's anchor institutions (hospitals, non-profits, major businesses, etc.) to identify the products/services that can be purchased locally, and bringing together buyers and sellers, with the objective of growing the local economy.

General Responsibilities:

- Establish relationships with individuals responsible for procurement in East Harlem's anchor institutions to assess purchasing needs
- Conduct an assessment of local businesses to identify sources and determine capacity to meet the identified demand
- Create a clearinghouse to match the purchase opportunities with local businesses
- Convene those who make or oversee purchasing decisions for the anchor institutions to:
(1) obtain feedback on the design and development of the purchasing clearinghouse; and

(2) obtain feedback on how the clearinghouse is working and any changes that are needed to increase its use

- Work closely with the Buy East Harlem Committee of the East Harlem Community Alliance (“Alliance”), recruit local businesses to join the Alliance, and attend meetings of the Committee and the Alliance
- Conduct an assessment of local businesses’ marketing needs, obstacles impeding profits or growth, and resources that would enable them to achieve their business goals
- Develop and market discounts and sales so that Alliance member businesses can enhance their visibility and attract more customers
- Organize and host events to strengthen links among existing businesses, and to facilitate the exchange of services and create relationships that can reduce business expenses
- Assist businesses in identifying and securing needed resources from the city, state or federal government, as well as from local financial institutions
- Create a mechanism for tracking and reporting on increases in local purchasing as a result of the above actions

Qualifications:

- English/Spanish bilingual
- Minimum Associates degree and 3 years experience working with businesses;
- Strong oral, written, organizational and problem-solving skills
- Knowledge of corporate purchasing policies and practices
- Ability to conduct personalized outreach to businesses
- Ability to make oral presentations to corporate officials
- Demonstrated ability to perform multiple tasks
- Proficient computer skills, including proficiency in Word, PowerPoint and Excel
- Web development and social media marketing experience
- Knowledge of bank lending practices and familiarity with the Community Reinvestment Act would be preferred

To Apply:

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

jobs@unionsettlement.org

Please indicate Buy East Harlem Initiative Project Manager/BDC in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER