

# UNION SETTLEMENT

## JOB ANNOUNCEMENT

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 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 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](http://www.unionsettlement.org).

**Position:** Project Manager – Buy Local Initiative

**Department:** Business Development Center

**Reports to:** Senior Director of Business Development Center

**Hours:** Full-Time (35 hours weekly)

**FLSA:** Exempt

### **Position Summary:**

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/Working Together 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 continuing to contact 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.

### **Responsibilities:**

- Establishes relationships with the individuals responsible for procurement in East Harlem's anchor institutions, in order to assess purchasing needs.
- Conducts assessments of local businesses in order to identify sources and determine capacity to the identified demand.
- Updates the clearinghouse to match the purchase opportunities with local businesses.
- Convenes those who make or and oversee purchasing decisions for the anchor institutions to:
  - (1) Obtains feedback on the design and development of the purchasing clearinghouse.
  - (2) Obtains feedback on how the clearinghouse is working and any changes that are needed to increase its use.

- Collaborates with the Buy East Harlem Committee of the East Harlem Community Alliance (“Alliance”), recruits local businesses to join the Alliance, and attends meetings of the Committee and the Alliance.
- Conducts an assessment of local businesses’ marketing needs, obstacles impeding profits or growth, and resources that would enable them to achieve their business goals.
- Develops and markets discounts and sales so that Alliance member businesses can enhance their visibility and attract more customers.
- Organizes and host events to strengthen links among existing businesses, and to facilitate the exchange of services and create relationships that can reduce business expenses.
- Develops and implements new strategies to further assist small businesses in their development and growth.
- Assists businesses in identifying and securing needed resources from the city, state or federal government, as well as from local financial institutions.
- Maintains tracking and reporting on increases in local purchasing.

**Qualifications:**

- Minimum BA/BS degree and 2 years’ experience working with businesses.
- Bilingual (English/Spanish) required.
- 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.
- Must be able to work a flexible schedule, including night hours.
- Knowledge of bank lending practices and familiarity with the Community Reinvestment Act would be preferred.
- Familiarity with East Harlem business preferred.

**To Apply:**

Please Send Cover Letter, Resume, References and Salary Requirements to:  
[businessdevelopmentcareers@unionsettlement.org](mailto:businessdevelopmentcareers@unionsettlement.org).

Please indicate Project Manager in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**