



Part Time Programming Associate Role

The Hudson Yards Hell's Kitchen Alliance (HYHK) is a not-for profit organization dedicated to enhancing the quality of life of the diverse population who lives, works and visits the HYHK district. HYHK provides streetscape improvements, supplemental sanitation services, neighborhood horticulture and beautification projects, and technical and professional services for small businesses. Unlike most other BIDs, HYHK has complete maintenance and operations responsibilities for Bella Abzug Park, a 2-acre public space located between West 33rd and West 37th Streets, mid-block between 10th and 11th Avenues.

HYHK is seeking a Part Time Programming Associate to support seasonal event programming, outreach, and event related communications and marketing. Must be creative, reliable, motivated, and detail oriented, with the ability to be a team player and a self-starter. The ideal candidate will have an interest in placemaking and events, communications, neighborhood improvement, marketing and possess a "can-do" attitude - willing to learn about a variety of programs. They will be expected to be confident in managing social media and events onsite with limited supervision. Must be creative, reliable, motivated, and detail oriented, with the ability to be a team player and a self-starter. Must have the ability to handle a myriad of tasks, large and small, as required of a small organization, and be highly organized.

The preferred candidate will be working toward or have completed a BA or MA in urban studies/planning, communications, public relations, graphic design, marketing, or related fields.

Candidates should have experience with some or all of the following:

- Planning, promoting, and staffing community events
- Conducting in person and phone/email outreach to local stakeholders
- Preparing promotional social media posts for Instagram
- Interacting with the public during events and acting as a friendly and helpful ambassador for the BID and the park
- Experience in social media content creation and management
- Excellent writing skills
- Ability to multi-task and communicate effectively with different levels of the organization
- Proficiency in Google Suite, Microsoft Suite, Adobe Creative Suite, MailChimp, etc.
- Familiarity with web and graphic design a plus

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Applicants must be available to work from late April through the end of September (exact dates are flexible). Due to the nature of event planning and production, work hours may include early mornings, late nights, and weekends. The position is part-time with hourly pay. The successful candidate can expect a schedule of 15 – 20 hours per week. Compensation is \$25 per hour.

If you are interested, please send a resume and cover letter to Ariana Cipriani at acipriani@hyhkalliance.org with Part Time Programming Associate in the subject line. In your cover letter, please explain what past roles or experiences have prepared you for this job's requirements. Only those whose applications are being considered will be contacted.

Thank you!

The Hudson Yard Hell's Kitchen Alliance is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.