

Flatiron/23rd Street Partnership
Position Description
July 2014

Position Title: Special Assistant

Reporting To: Deputy Director

Overview:

The Flatiron/23rd Street Partnership is seeking to hire a full-time Special Assistant to add to its small full-time team of professionals. The Special Assistant will work on a diverse set of programs and initiatives, as well as provide administrative support for the office and senior staff. This is an outstanding entry-level opportunity for a hard-working individual to learn hands-on about neighborhood development, and grow in the position.

Basic Function:

Responsible for assisting with projects related to the BID's key programmatic initiatives, with a focus on marketing and public improvements. Carry out administrative and office management functions for the BID office, as well as provide administrative support for the Executive Director and senior staff.

Work Performed:

- Assist with BID programs including marketing initiatives, such as the BID website, electronic newsletter, social media, and the development of print materials.
- Assist with public improvement projects, such as beautification, streetscape, and public plaza programs, including performing regular and ongoing site surveys/field work to review the success of these initiatives and identify areas for improvement.
- Perform district surveys to identify new business openings/closings and update BID information accordingly.
- Perform research - both in the field and utilizing various electronic and other sources - to identify and cull data and assist with the preparation of reports on the district and BID programs.
- Coordinate reports to the BID Board of Directors, large mailings, and special projects.
- Assist with the planning and execution of all BID-sponsored events.

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- Attend Community Board meetings and represent the BID at other local events on behalf of the Executive Director.
- Oversee all aspects of office administration, including ordering and maintaining office supplies and equipment.
- Maintain office filing systems and BID master contact database, record and prepare meeting minutes for board and committee meetings, schedule meetings, and provide general office support.
- Answer phones and open and review mail.
- Perform additional administrative duties as requested.

Qualifications:

- Undergraduate degree in related field is required.
- Must be highly organized and possess excellent oral and written communication skills.
- Proficient PC computer skills and knowledge of Microsoft Office suite required.
- Experience in not-for-profit organizations or NYC government is preferred.
- Attendance at periodic early morning meetings and evening meetings/events will be required.
- Outside field work will be required, in addition to traditional office-based work.
- Must be capable of collaborating as a productive and thoughtful member of a team, while also being able to implement certain responsibilities in a largely independent manner.
- Must possess an entrepreneurial and creative spirit and the ability to work in a dynamic environment.
- Must have the utmost appreciation of and ability to handle a myriad of tasks, large and small, as required by staff members of a small organization.

Salary range: \$35,000 - \$42,000

Qualified candidates should send a cover letter and resume (including salary requirements) to the attention of Jennifer Brown, Executive Director at jobs@flatironbid.org. No phone calls please.

Application deadline is August 22, 2014.