

## **FULL TIME POSITION:**

### **EAST HARLEM PROJECT MANAGER, NEIGHBORHOOD PLANNING WORKFORCE DEVELOPMENT CORPORATION**

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#### **About the WDC:**

The Workforce Development Corporation (WDC) is a 501(c)(3) nonprofit corporation that works closely with the New York City Department of Small Business Services (SBS) to contribute to the economic vitality of the City by promoting workforce development and job creation through public and private partnerships.

#### **Agency Description:**

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs. SBS's Neighborhood Development Division (NDD) assists in the creation and viability of community-based development organizations (CBDOs) that advance the growth of commercial districts across the five boroughs.

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#### **Job Description:**

The East Harlem Project Manager (PM) will directly coordinate and oversee the agency's role in managing a multi-stakeholder grant in East Harlem, Manhattan. The ideal candidate has stellar interpersonal and relationship-building skills, with a strong desire to work at the intersection of city government and community-based organizations to proactively engage diverse neighborhood stakeholders throughout the planning process. The PM will work directly on the East Harlem portfolio proactively identifying, developing, and implementing commercial revitalization projects in partnership with Union Settlement, Uptown Grand Central, and other local stakeholders.

#### **Responsibilities:**

The PM will manage a portfolio of commercial revitalization grants and economic development initiatives in targeted neighborhoods in partnership with CBDOs and report directly to SBS' Director of Neighborhood Planning. Responsibilities include:

- Manage multi-year grant agreements with Union Settlement Association and Uptown Grand Central by ensuring timely project delivery and payments, troubleshooting obstacles to implementation, ideating future grant scopes of work, suggesting necessary budget modifications, and cultivating strong relationships with CBDO staff, elected officials, and working group participants.
- Assist partner CBDOs to analyze opportunities and challenges in their respective commercial corridors and formulate key findings on the corridor's demographics, retail conditions, market data, business environment, physical environment, etc.
- Work with partner CBDOs to formulate actionable projects from the assessment results, including creating metrics by which to measure short, medium, and long-term success.
- Regular site visits to East Harlem to attend meetings, evaluate programs and projects, and to collaborate with partner CBDOs.
- Establish and lead multi-stakeholder working groups on selected projects to creatively advance programming and address community challenges.
- Proactively advance internal projects, identifying needs and opportunities for program and process enhancements and delivering on project milestones.
- Coordinate and centralize NDD's participation in assigned neighborhood economic development projects with other City agencies and community stakeholders/organizations.
- Coordinate intra-agency working groups on assigned neighborhoods and geographies, meeting frequently to move projects forward, troubleshoot, address challenges, and manage working group's internal and external communication.
- Spearhead and facilitate SBS' public outreach processes, representing the organization in professional and public forums.
- Serve as a responsive and insightful representative of SBS at assigned BID Board of Directors meetings and events.
- Other projects, contract management responsibilities, and tasks as assigned.

#### **Preferred Skills:**

- Experience and strong commitment to engaging and collaborating with community-based organizations and local small business communities, and strong familiarity with New York City neighborhoods and development issues.
- Demonstrated ability to self-manage, as well as strong project management skills, including the ability to complete tasks in a timely fashion with minimal supervision.
- Excellent interpersonal and communication skills, with the ability to speak and write concisely, and comfort speaking before groups, including conducting/facilitating well organized meetings with community and interagency partners.
- Proactive and collaborative team player, with ability to forge consensus on complex projects with diverse stakeholders.
- Enterprising and resourceful, with ability to look strategically at the big picture and search for insightful, creative solutions.
- 2+ years of work experience is preferred but not required, ideally in a demanding analytical/strategic environment.
- Experience analyzing demographic and socioeconomic data, writing reports, research, creating graphs and charts, with Geographic Information Systems (GIS) and zoning/land use economic analysis skills preferred.
- Community organizing techniques and best practices, including facilitation of community meetings & charrettes.
- Retail and commercial leasing, including analysis of vacancy data and retail leakage.
- Placemaking tools, including best practices around public space activation, design, and programming.
- Program evaluation and data tracking, including developing metrics to measure outputs and outcomes.
- Graphic design, and making visual representations of data and processes in easy-to-understand formats.
- Proficiency in Microsoft Office applications, including Excel and PowerPoint, and Adobe Creative Suite
- Fluency or proficiency in Spanish or other foreign languages is a plus.
- A master's degree from an accredited graduate school and two years of full-time professional experience in one or more of the following fields: urban planning, economic development, nonprofit management, public administration, business administration, public policy, place management, or community organizing.

**Minimum Qualifications:**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community-centered activities in an area related to the duties described above.

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**How to Apply:**

To apply for this position, please email your resume and cover letter with the following subject line:  
**Project Manager - Neighborhood Planning to WDCFiscal@sbs.nyc.gov**

**Internal candidates** please email your resume and cover letter including the following subject line:  
**Project Manager, Neighborhood Planning to: Cdennis@sbs.nyc.gov**

**Salary Range:** \$64,000.00 - \$ 66,000.00 (Annual)

**Note: \*The duration of this position is subject to funding. At least one year from the date of hire.\***

If you do not have access to email, mail your cover letter & resume to:  
NYC Department of Small Business Services  
Human Resources Unit  
1 Liberty St 11<sup>th</sup> Floor  
New York, New York 10038