



About Us:

The Atlantic Avenue BID is a 501(c)3 organization formed in 2012 to increase economic vitality, attract and retain businesses, create jobs and improve residents' quality of life, and preserve our neighborhoods. The BID promotes the long-term economic development of Atlantic Avenue from Fourth Avenue to the Waterfront. We represent over 300 businesses in the vibrant, landmarked neighborhoods of Brooklyn Heights, Boerum Hill, Cobble Hill and Downtown Brooklyn. We clean the streets, plant trees and greenery, create public art, hang decorative holiday lights, and close Hoyt Street to cars for free community programming in the spring, summer, and fall.

Job Description: Community Outreach Manager

The Community Outreach Manager is responsible for creating and disseminating our monthly general, merchant, and event newsletters, and is the primary manager of BID social media and responsible for expanding our 5000+ followers.

The Community Outreach Manager is responsible for our open streets program from April to October (Hoyt Street between Atlantic Avenue and State Street). In collaboration with the executive director, the candidate will execute open street programming for our 4-6 signature events and our free exercise classes, including providing on-site event support, conduct community outreach, and securing all NYC agency permits, fees, and applications for the open street.

The Community Outreach Manager engages new businesses and stakeholders and educates them about the BID's services, is a liaison between the businesses and city agencies, and disseminates our signature Atlantic Avenue shopping guides throughout the district. The position also requires outreach to elected officials and press to elevate the work of the organization. The manager performs administrative tasks, including updating the website, taking & disseminating board meeting minutes, managing the "general info" mailing inbox, expanding our email list, and other day-to-day operations. As a staff of two, the successful candidate will work closely and collaboratively with the executive director to fulfill the mission of the organization.

Required skills:

- A bachelor's degree and/or experience in marketing, urban planning, commercial revitalization, place management, advocacy, government, and/or community outreach
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
- Capable smart phone user
- Demonstrated social media strategy capability on Instagram, Facebook, Linktree, LinkedIn
- Capability using Google Suite (docs, forms, sheets etc), Microsoft Suite, Mailchimp, and Canva
- Self-starter: attention to detail and meticulous follow-through
- Demonstrated ability to work independently, collaboratively and meet deadlines
- Professionalism in all activities and interactions
- Must excel in speaking to stakeholders of many different backgrounds, and a willingness to build relationships with them.
- Ability to problem solve and think on your feet
- Flexibility to some work evenings, and weekends as required for community board meetings, community advisory meetings, and special events

- Knowledge of permitting processes and public space guidelines

Salary & benefits:

The Community Engagement Manager position has an annual budgeted salary of \$50K-\$60K, depending on credentials and experience. Health, dental, and vision insurance provided with 100% of the premiums covered by the employer. Annual leave includes 15 days vacation; 5 sick days; 2 floating holidays and all 11 Federal holidays: New Year's Day, Dr. Martin Luther King's Birthday, President's Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Indigenous Peoples' Day/Columbus Day, Veterans' Day, Thanksgiving Day and Thanksgiving Friday, and Christmas Day. The position allows for one day of remote work per week, to be approved by the executive director.

Apply:

The Atlantic Avenue BID is an equal opportunity employer. All qualified candidates are encouraged to apply. Send a resume and a letter of interest no longer than one page in length as .pdfs to: Kelly Carroll, Executive Director: kelly [at] atlanticavebid.org. Please write "Community Outreach Manager" in the subject line of the e-mail. Incomplete applications will not be considered. No calls.

This position will have an anticipated start date of June 15, 2025.