



Program Manager, Commercial Revitalization

Organization Description:

Harlem One Stop is a 501(c)(3) nonprofit organization committed to driving inclusive economic development and community revitalization through the preservation and promotion of Harlem and Upper Manhattan's rich cultural and historical legacy. Since 2006, the organization has served as a cultural destination marketing agency and cultural heritage facilitator, offering curated tours, programs, and community-based initiatives that celebrate the area's artistic, historical, and ethnic diversity. Through its work, Harlem One Stop fosters local entrepreneurship, supports cultural institutions, and positions Harlem as a dynamic destination for both residents and visitors—advancing economic equity and sustainable neighborhood growth.

Job Description:

The Commercial Revitalization Program Manager will help Harlem One Stop develop, design, and deliver commercial revitalization programs and services as part of the organization's three-year Avenue NYC Commercial Revitalization grant funded by the New York City Department of Small Businesses Services (SBS). Avenue NYC grants strengthen community-based development organizations (CBDOs) to carry out commercial revitalization programs in low- and moderate-income (LMI) communities. The Program Manager will be responsible for leading a commercial district needs assessment process in the relevant commercial corridor(s) and spearheading a process to analyze the data collected through the needs assessment and engage community stakeholders. Following the completion of the needs assessment, the Program Manager will work in partnership with the organization's leadership to develop and implement various commercial revitalization projects that address the needs identified by the assessment. The Program Manager will be part of a cohort of other Avenue NYC grant-funded program managers dedicated to executing commercial revitalization programs in commercial districts across New York City.

The position is full-time and will report to the executive director. Applicants must be available to begin work by September 2, 2025. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States.

*Responsibilities include but are not limited to:

- Plan, develop, implement and evaluate commercial revitalization programs serving the Hamilton Heights, West Harlem neighborhood; including but not limited to merchant organizing and engagement, business support and retention, public space activation and management, and commercial district marketing and promotion;
- Assess neighborhood conditions and needs by gathering and analyzing commercial district data through a rigorous district needs assessment process;
- Develop communication materials for local businesses, residents, and other stakeholders highlighting events or relevant services and programs;
- Facilitate conversations with a wide range of stakeholders on a range of complex issues and projects that impact the Amsterdam/Broadway corridors;
- Build community partnerships through meetings and attendance at community events, including; special events, precinct council meetings, community board meetings;
- Liaise regularly with multiple City agencies including SBS, NYCHA, DOT, FDNY, NYPD, DSNY, and others to leverage resources and acquire the necessary support for projects and initiatives;
- Engage community stakeholders and partner organizations in designated commercial corridor efforts;
- Track and measure program metrics and impact;
- Participate in a series of cohort trainings focused on professional development and commercial revitalization best practices;
- Connect local stakeholders to additional economic development resources offered by the City of New York;
- Other tasks as assigned.

Minimum Qualifications:

The ideal candidate will effectively demonstrate:

- Two or more years of experience with commercial revitalization, community nonprofits, community-based planning and organizing, and/or neighborhood development issues;
- Familiarity with the Hamilton Heights commercial district;
- Commitment to engaging diverse constituents in low- and moderate-income communities; be interested in understanding the different perspectives and needs of diverse community stakeholders.
- Strong aptitude for interpreting data and data trends;
- Demonstrated ability to develop and maintain strong relationships with governmental agencies, elected officials, non-profit organizations and other community groups;
- Ability to coordinate and manage multiple tasks and projects simultaneously, and provide timely and clear updates to supervisors;
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through;
- Ability to complete tasks and projects with tight deadlines;
- Demonstrate a passion and commitment to creating and maintaining strong, vibrant neighborhoods and commercial corridors;
- An ability to be flexible and willingness to wear “multiple hats” if and when needed;
- Flexible schedule with the ability to work some weekends and evenings, if needed;
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint;

Preferred Skills:

- Effective communication and interpersonal skills
- Knowledge of successful community organizing, consensus and coalition building techniques and best practices;
- Experience with and knowledge of digital/social media marketing and campaigns;
- Proficiency in Adobe Creative Suite, ArcGIS.

Desired Qualifications:

1. A baccalaureate degree from an accredited college or university and a minimum of two years of full-time experience in one or more of the following fields: urban planning, community organizing, public administration, project management; real estate
2. An associate degree from an accredited college or university and a minimum of three years of full-time experience in one of the above fields;
3. Education and/or experience equivalent to “1” or “2” above.
4. Fluent in Spanish.

Compensation:

\$65,000 - \$68,000 commensurate with experience

How to Apply:

Submit the following documents to jobs@harlemonestop.org. Please submit all documents as PDFs and write “Commercial Revitalization Program Manager” in the subject line.

- Resume
- Cover letter
- Short essay (1–2 paragraphs): *Why is this job a good fit for you?*

Application deadline: **Hiring Immediately**

Hiring/employment policy:

Harlem One Stop is committed to a fair, transparent, and inclusive hiring process that aligns with our mission and values. Employment decisions are based on individual qualifications, experience, and organizational needs. We are an equal opportunity employer and do not discriminate based on race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

All hiring practices will be conducted in accordance with relevant employment laws and regulations. Job postings will clearly outline role expectations, required qualifications, and application procedures. Our

organization is dedicated to maintaining a diverse and inclusive workforce and encourages applicants from all backgrounds to apply. Internal candidates will be considered alongside external applicants to ensure equitable opportunities for advancement within the organization.

Only applicants under consideration will be contacted. No phone calls please.