



Youth Ministries for Peace and Justice, Inc.

**Commercial Revitalization Program Manager
Job Description**

Who We Are:

The mission of Youth Ministries for Peace & Justice (YMPJ) is to rebuild the neighborhoods of Bronx River and Soundview/Bruckner Boulevard in the South Bronx by preparing community members to become prophetic voices for peace and justice. We accomplish this through political education, spiritual formation, youth development, and community development and organizing. YMPJ's mission includes providing assistance to low-income immigrant communities in need of legal and social services to assist them with obtaining citizenship and becoming self-sufficient members of the Bronx community, in addition to organizing the community to act in ways that benefit their interests.

Job Description:

The Commercial Revitalization Program Manager will help YMPJ further its work understanding the needs of local merchants, activating underutilized spaces, and catalyzing commercial revitalization. The Program Manager will organize and sustain a local Commercial Revitalization Steering Committee that will inform local commercial revitalization initiatives moving forward. Working with this Steering Committee, the Program Manager will design, develop, and deliver events, programs, and activities that highlight local merchants, beautification programs, and other placemaking initiatives in the Crotona Park East, Longwood, and Bronx River neighborhoods. The Program manager will lead the YMPJ's work related to the three-year Neighborhood 360° commercial revitalization grant funded by the New York City Department of Small Businesses Services (SBS).

The Neighborhood 360° program was created to identify, develop, and launch commercial revitalization projects and services in partnership with local stakeholders. Through proactive planning and targeted investments, Neighborhood 360° supports projects that strengthen and revitalize the streets, small businesses, and community-based organizations that anchor New York City neighborhoods.

The Program Manager will work in partnership with the organization's leadership to develop and implement various commercial revitalization projects that will address the needs identified by the neighborhood's Commercial District Needs Assessment. The Program Manager will be part of a cohort of other Neighborhood 360° grant-funded program managers dedicated to executing commercial revitalization programs in commercial districts across New York City.

The position is full-time and in-person at 1384 Stratford Ave, Bronx NY 10472. The Program Manager will report to the Director of Community Development, and will include periodic check-ins with the Executive Director and monthly reports to the full staff. Applicants must be available to begin work by October 14, 2022. 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 Crotona Park East and Bronx River neighborhoods; including but not limited to placemaking and community coordination
- 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 Southern Boulevard and Westchester Ave commercial corridors and other surrounding areas



- 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, DOT, NYPD, DSNY, DCWP, 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 Crotona Park East, Longwood, and Bronx River neighborhoods
- Commitment to engaging diverse constituents in low-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:

- Fluency in Spanish, Bangla, and/or French preferred
- 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 Microsoft Office Suite, Google Suite required. Adobe Creative Suite, ArcGIS preferred.

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.

Compensation:



\$60,000/year, 40 hours/week
Health insurance, vacation, and sick pay

How to Apply:

Submit the following documents to ssanchez@ympj.org. Please submit all documents as PDFs and write "Neighborhood 360° Program Manager" in the subject line.

- Resume
- Cover letter
- References

Application deadline: Friday, October 7th, 2022

All Neighborhood 360° Program Managers are employed by the Neighborhood 360° program grantee organizations (YMPJ) and are not SBS employees. YMPJ will be responsible for ensuring a safe and healthy work environment for the Program Manager, and will provide the Program Manager with necessary equipment and resources to perform work duties.

Only applicants under consideration will be contacted.