

686 Forest Avenue • Staten Island, NY 10310 • Phone (718) 816-4775 • Fax (718) 816-7234

Job Title: Neighborhood Development Specialist

Organization Description:

The Staten Island Business Outreach Center (SIBOC) is a not-for-profit organization that has been serving the community of Staten Island since 1980 providing small business development programs, commercial revitalization programs & technical assistance.

The Staten Island Business Outreach Center's (SIBOC) mission is to provide technical assistance to business owners, managers, property owners, entrepreneurs, and residents to ensure their individual growth thereby providing sustainable economic growth on Staten Island. As such, we empower low- and moderate-income people through a combination of business and workforce assistance such as one-on-one counseling, business plan development, financial literacy, seminars, workshops, 10-week entrepreneurship course and assistance with M/WBE certification, contracting, and related help.

Position Overview:

The Neighborhood Development Specialist is responsible for supporting the economic vitality and community engagement efforts within designated commercial corridors. This role focuses on field outreach, data collection, business support, and assisting in the execution of programs and events that strengthen small businesses and promote neighborhood growth.

Key Responsibilities:

- Conduct regular outreach to small businesses to understand their needs and connect them to available city services and resources.
- Maintain and update a detailed inventory of storefront businesses and properties.
- Track and report quality-of-life issues, such as cleanliness, safety, and vacancy conditions.
- Assist in organizing community events, merchant meetings, and public programming to increase visibility and foot traffic.
- Support the implementation of marketing and outreach campaigns for neighborhood development projects.
- Collect and manage data for internal reporting and grant requirements.
- Represent the organization at community board meetings, city agency events, and other public forums.
- Support the development of newsletters, flyers, and social media content related to corridor activities.

Qualifications:

- Associate's or Bachelor's degree in Urban Studies, Community Development, Public Administration, or related field, or equivalent work/volunteer experience.
- Strong interpersonal, communication, and organizational skills.
- Comfortable conducting outreach and building relationships with local business owners.
- Ability to work both independently and collaboratively.
- Basic knowledge of Microsoft Office and Google Workspace. Experience with Canva or social media platforms is a plus.
- Bilingual or multilingual skills are a strong asset.

Work Conditions:

- Fieldwork and walking required for business outreach and corridor assessments.
- Office-based work includes administrative support and documentation.
- Occasional evening or weekend hours may be required for events or meetings.

Employment Type: Full-Time

Compensation: \$45,000 annually. Includes mandatory fringe benefits and paid vacation.

How to Apply:

Submit the following documents to info@siboc.org . Please submit all documents as PDFs and write "Business Development Specialist" in the subject line.

- Resume
- Cover letter
- References

The Staten Island Business Outreach Center is an equal opportunity employer.
Only applicants under consideration will be contacted. No phone calls, please.