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Position Announcement

The Cypress Hills Local Development Corporation (CHLDC) is a not-for-profit community development organization serving 11,000 residents a year through a comprehensive array of housing preservation, economic development, community organizing and youth and family support services programs and projects. With community residents leading the way, the mission of Cypress Hills Local Development Corporation is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing and develop leadership skills to transform their lives and community.

Position: Program Manager, New Lots Commercial District

Cypress Hills Local Development Corporation has an opening for (1) Program Manager to lead our commercial district organizing work in New Lots, Brooklyn. The Program Manager will develop, design, and deliver commercial revitalization programs and services as part of CHLDC's 3 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 lead a commercial district needs assessment process in the target corridor(s) and spearhead a process to analyze the data collected through the needs 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.

Principal Duties:

- Engage community stakeholders regarding needs and vision of the New Lots area.
- Work in partnership with CHLDC leadership to develop and implement various commercial revitalization projects that will address the needs identified by the local stakeholders.
- Plan, develop, implement and evaluate commercial revitalization programs serving New Lots 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 community. ;
- 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;
- Demonstrate commitment to leadership development, community building, and community organizing as strategies for social change.
- Other tasks as assigned.

Position Requirements:

- Two or more years of experience with commercial revitalization, community nonprofits, community- based planning and organizing, and/or neighborhood development issues;
- Familiarity with East New York.
- 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;

- 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.
- 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
- 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;
- Education and/or experience equivalent to “1” or “2” above.

SALARY: \$55,000 – 63,000 / year, FT with competitive benefits package..

To Apply:

Please forward a cover letter, resume to Lowell Herschberger at lowellh@cypresshills.org.

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