



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

Commercial Revitalization Program Manager

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.

Job Description:

The Commercial Revitalization Program Manager will help SIBOC, develop, design, and deliver commercial revitalization programs and services as part of the organization's 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 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 will report to the Executive Director. Applicants must be available to begin work by September 5, 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 West Brighton; including but not limited to merchant organizing, business support and retention, district marketing, placemaking, and streetscape beautification.
- 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 Forest Avenue/ Castleton Avenue Commercial Corridor.
- 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 West Brighton Neighborhood - Forest Avenue/ Castleton Avenue Commercial Corridor.
- 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 weekends and evenings, if needed.
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint.

Preferred 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.
- Knowledge of Spanish language

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:

\$50,000–\$60,000 annually, commensurate with experience. This is a full-time position and includes all mandatory fringe benefits, as well as paid vacation.

How to Apply:

Submit the following documents to info@siboc.org . Please submit all documents as PDFs and write “Neighborhood 360° Program Manager” in the subject line.

- Resume
- Cover letter
- References

Application deadline: August 14, 2025

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