



Job Description Commercial Revitalization Program Manager

Organization Description:

Woodside on the Move (WOTM) is a grassroots community organization dedicated to making Woodside and surrounding Queens' neighborhoods a better place to live, learn, and do business. Building on a 45-year track record of neighborhood revitalization and community development programs, our work includes one-on-one constituent casework, community organizing, after-school and summer camp, adult education, and public events. We are looking for an organized and engaged Project Coordinator to assist with the planning and execution of community-related projects.

Job Description:

The Commercial Revitalization Program Manager will help Woodside on the Move, Inc, 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 will 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 Deputy Director, Adriana Beltran and the Executive Director, William Jourdain. Applicants must be available to begin work by August 21, 2023. 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 in Woodside; 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 Roosevelt Ave, Queens Blvd, and Woodside Ave
- 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 Woodside, Sunnyside and surrounding areas;
- 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:

- Previous sales or marketing experience
- Previous experience in strategy building and implementation
- Bachelor's degree or its equivalent
- Bilingual, Spanish, Nepali, Bangla 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 Adobe Creative Suite, ArcGIS.or Cantonese 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:

This position is full-time and comes with a paid annual salary of \$60K along with a health benefits package.



How to Apply:

Submit the following documents to: abeltran@woodsideonthemove.org. Please submit all documents as PDFs and write "Commercial Revitalization Program Manager" in the subject line.

- Resume
- Cover letter
- Sample of merchant and consumer surveys
- Application deadline: July 28th, 2023

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