



Economic Development Assistant (parttime), updated April 15, 2022

Days/Hours: Two to four weekdays per week, two Sunday street fairs on May 22 and June 12 (and other BID events, as your schedule allows).

Pay: \$20/hour.

Organization Description:

The Church Avenue Business Improvement District and Flatbush Avenue Business Improvement Districts (the BIDs) are located in the heart of Flatbush, a vibrant multi-cultural neighborhood in central Brooklyn. We provide supplemental services to several hundred business and property owners including: sanitation, marketing, business development, streetscape improvement, COVID recovery, one-on-one assistance, and advocacy. Additionally, the BID gives businesses and owners an opportunity to be active in their community and take responsibility for making Flatbush a better place to shop and do business.

The Economic Development Assistant will work on our three-year Avenue NYC commercial revitalization grant and on general BID projects and events. The position is part-time and will report to the Executive Director. Applicants should be available to start work on May 1, 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 all or some of the following:

- Distribute materials door-to-door to BID businesses and local residents.
- Unpack and organize files and event supplies in our new office.
- Help plan and work at BID events including distributing registration forms, hanging posters, transporting equipment, working the event, speaking with the public, doing photography, etc.
- Walkthroughs of both BIDs to track vacant stores, street conditions, graffiti, etc. on a spreadsheet.
- Help assemble gift bags, stuff envelopes, copying, printing, etc.
- Occasional errands.
- Data entry, research, and other projects, as needed.

*Please note that responsibilities may change with updated guidance provided by the City and State related to COVID-19. All meetings, trainings, and community event attendance formats (whether virtual or in-person) will be determined according to the City and State public health guidelines.

Minimum Qualifications:

The ideal candidate will effectively demonstrate:

- Strong, demonstrated people skills and comfort conducting in-person outreach with patience, persistence, and a friendly demeanor;
- An ability to be flexible and willingness to wear "multiple hats" if and when needed;
- Ability to work in an organized manner with attention to detail and follow-through and to complete tasks and projects with tight deadlines;
- Physical endurance and stamina to travel throughout both districts and to transport materials;

Church Avenue BID & Flatbush Avenue BID Administrative Office
495 Flatbush Avenue, Suite C30, Brooklyn, NY 11225



Preferred Skills:

- Hands on experience doing face-to-face field work, customer service, or retail;
- Conversational or written skills in French, Haitian Creole, Korean, or Spanish a plus;
- Proficiency in Microsoft Office applications, including Word and Excel..

COVID-19

Like all BID staff, The Economic Development Assistant must comply with the BIDs' safety plan/infectious disease plan. All employees must provide proof that they are fully vaccinated against COVID-19 prior to being considered for employment (two Pfizer or Moderna plus booster, or one Johnson & Johnson plus booster), wear masks when in our shared office or when doing field work where you will have face to face interactions, etc. This plan may change as circumstances shift.

How to Apply:

Submit the following documents to InfoChurchFlatbush@gmail.com. Please submit all documents as attachments/PDFs (please don't send links to resumes/cover letters) and write "EconDev Assistant" in the subject line. Deadline to apply is Tues. April 26, 2022.

- **Resume**
- **Cover letter, including how your skills/background make you a good fit for this position.**
- **Three references: provide phone/email for individuals who held positions senior to yours in work, volunteer, and/or academic capacities.**

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