

Project Coordinator II - Business and Community Economic Development - BID

Church Avenue and Flatbush Avenue Business Improvement Districts (BIDs): The BIDs are located in the heart of central Brooklyn and are composed of 1) a twelve block section of Church Avenue between Flatbush and Coney Island Avenues and 2) Flatbush Avenue between Parkside Avenue and Cortelyou Road. They are charged with providing clean and safe retail environments for shoppers visiting Church and Flatbush Avenues, for promoting Church and Flatbush Avenues as places to shop, and for advocating on behalf of the districts, their merchants, and property owners. The BIDs have been serving Church and Flatbush Avenues for over twenty five years and are affiliated with CAMBA, which provides administrative support services to the BIDs.

Essential Duties and Responsibilities: The person filling this position is expected, under general direction, to: (1) perform all administrative and project management tasks for the Flatbush Ave BID and Church Ave BID; and (2) has understanding of all aspects of contract requirements; including the following:

- Maintain professional relationships with clients and client confidentiality.
- Comply with any and all Federal, State, City and CAMBA security and privacy policies intended to protect the security and privacy of individually identifiable health information.
- Accurately perform administrative tasks including drafting letters and marketing materials, taking notes at meetings and producing minutes, writing draft email blasts, etc.
- File, scan, copy, coordinate and carry out all aspects of mailings, prepare and track payment requests, additional tasks, as requested
- Manage the details of BID Executive Director's (ED) schedule and deadlines and communicate them to ED to ensure that deadlines are always met in a timely manner.
- Manage, execute, and accurately track the steps involved before, during, and after projects, grants, events, and communications so BIDs meet soft and hard deadlines.
- Assist with funding applications; preparing reports and paperwork for funders
- Keep accurate and up-to-date records of expenses and project details on shared tracking documents and spread sheets.
- Accurately assist with budget preparation, calculations, price comparisons of vendor proposals, and similar fiscal support activities.
- Synthesize project and event information into brief summaries of revenue and expenses, outputs, etc.
- Prepare all materials, notifications, and follow up related to board and committee meetings.
- Update BIDs' social media and online presence.
- Manage temporary staff, volunteers, and/or interns including preparing and submitting weekly timesheets, reviewing the individual's monthly progress reports, participating in presentations and events related to the individual's work program, and assisting in planning a BID tour.
- Perform in-person and phone outreach and distribute flyers in both BIDs, as needed.
- Gather information through walk-throughs of BID and prepare reports of findings for ED and others.
- Pack, carry, and distribute materials related to events.
- Work at public events, perform out-reach, and present to public and stakeholders information about the BIDs.
- Assist in the management of day-of details, interacting with stakeholders and vendors, etc.
- Track and follow up on complaints and issues brought to the BIDs from members, elects, and other stakeholders.
- Participate in internal and external meetings, events, and trainings, as requested.
- Assist in development and documentation of all program activities.
- Assist in overseeing all program operations and manage direct reporting program staff and their subordinates.
- Assist in development and implementation of Quality Assurance measures to ensure quality service delivery to BIDs.
- Ensure that all files are kept in compliance with the BID's, CAMBA's and funder's standards.

- Analyze program and demographic data to make programmatic improvements.
- Confer with the Program Manager and/or other CAMBA management staff as needed regarding programmatic and personnel issues.
- Immediately report to the Program Manager any: monitoring visits or funders' events; significant events; any incident that might subject CAMBA to liability.

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree (B. A. or B. S.) and/or equivalent experience.

OTHER REQUIREMENTS:

- Attention to detail and meticulous follow-through.
- Ability to effectively handle shifting deadlines and priorities and to juggle multiple tasks and projects simultaneously.
- Excellent written and verbal communication skills.
- Interest in working as part of a two-person team while maintaining ability to work independently with minimal supervision.
- The ability to build relationships with people from a variety of backgrounds and cultures.
- Professionalism.
- Solid computer skills, including Microsoft Office (Word, Excel) required; experience using Outlook, PowerPoint, SmartSheet, WordPress, and Vertical Response, a plus.
- Availability to work occasional evenings or weekends to attend staff meetings and/or community events.
- Basic graphic design and website management skills or the willingness and ability to learn these skills (Publisher, WordPress, etc.) preferred but not required.
- Background in office management, business improvement districts, economic development, small business assistance, and/or communications, a plus.
- Multilingual, a plus.

To Apply:

Please send resume and cover letter in MS word attachment to:

submitresumes@CAMBA.org

Please write "Project Coordinator II - Business and Community Economic Development – BID" in subject of e-mail.