

## **FULL TIME POSITION:**

### **Neighborhood Growth Coordinator**

### **Neighborhood Development Division**

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#### **Agency Description:**

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

New York City is the leader in building neighborhoods that thrive and innovate. SBS's Neighborhood Development Division (NDD) supports community-based economic development organizations throughout New York City in order to create the conditions under which local businesses thrive and residents enjoy access to a vibrant mix of goods and services. Through its network of 70 Business Improvement Districts (BIDs), the Neighborhood Development Division oversees the provision of over \$120 million to district improvement projects and supplemental services annually. NDD also partners with dozens of Local Development Corporations, Merchants' Associations and other neighborhood economic development organizations through Avenue NYC, a competitive Community Development Block Grant (CDBG) program that funds commercial revitalization programs and corridor needs assessments in low-to-moderate income (LMI) neighborhoods. NDD's goal is to create and support sustainable local partner organizations that advance the small business environments of communities across the City's five boroughs.

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#### **Job Description:**

NDD is seeking a Neighborhood Growth Coordinator to manage and organize the following commercial revitalization initiatives in CDBG-eligible, LMI neighborhoods:

- 1.) Project-manage commercial corridor needs assessments projects with Avenue NYC-funded partner Community Based Organizations. The Coordinator is responsible for assisting partner organizations analyze opportunities and challenges on their respective commercial strips, creating a formal corridor needs assessment report that includes information and data about the corridor's demographics, retail conditions, market data, and resident-consumer preferences. The Coordinator will work with the local partner organization to help leverage these reports and access additional resources and information to develop and implement commercial revitalization projects in subsequent years. The Coordinator will work closely with the Director of Avenue NYC and the Director of Capacity Building Initiatives to steer community based organizations toward the appropriate technical assistance and training opportunities offered by NDD and the City.
- 2.) Coordinate and centralize NDD's participation in strategic LMI neighborhood economic development projects with other City agencies and community stakeholders/organizations. The Coordinator will work with NDD and SBS staff on a daily basis to evaluate the agency's existing programs within select neighborhoods and cultivate community engagement and outreach strategies that better informs SBS commercial revitalization services. In collaboration with interagency teams and community partners, the Coordinator will assist in the design of new neighborhood-specific interventions to attract, retain, and expand businesses, provide quality goods, services and employment opportunities to local residents, and cultivate self-sustaining, vibrant mixed-use districts.

#### **Preferred Skills:**

- Thorough knowledge of New York City government and community development issues
- Successful experience working with and engaging neighborhood organizations and the local small business communities
- Experience with community-based planning, organizing, and neighborhood development issues.
- Experience analyzing demographic and socioeconomic data, writing reports, and conducting/facilitating meetings with community and interagency partners.
- Experience in project and contract management.

**The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**

- Excellent research, analytical, writing, and public speaking skills.
- Demonstrated ability to meet deadlines and manage multiple projects in a timely manner.
- Proficiency in GIS, Adobe Creative Suite, and Microsoft Office applications, including Excel and PowerPoint.
- Candidates with Masters Degrees in urban planning, urban design/architecture, public administration, or business administration with a focus on community development/organizing/engagement strongly preferred.
- A minimum 2 years of experience in community planning/development/organizing is strongly preferred.

## Qualifications:

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
  - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
  - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
  - c. economic, market or site research and analysis for business and neighborhood development; or
  - d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs

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## How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: Neighborhood Growth Coordinator to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

Salary for this position is commensurate with experience.

**This is a grant-funded, per-diem position. Holidays are not paid until the completion of 18 months of City service.**

**NOTE:** Only those candidates under consideration will be contacted.

### **NYC residency is required within 90 days of appointment**

If you do not have access to email, mail your cover letter & resume to:  
NYC Department of Small Business Services  
Human Resources Unit  
110 William Street  
New York, New York 10038