



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: Program Manager, Commercial Revitalization
Location: 50 E. 168th St. Bronx, N.Y.
Reports to: Vice President, Community Development

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

Job Summary:

WHEDco seeks a **Program Manager** focusing on **Commercial Revitalization** to join its **Community Development Department** in a grant-funded position that is funded through **June 30, 2018, with the possibility of renewal for up to two additional years**. The Community Development Department engages in neighborhood planning, commercial revitalization, expansion of green, mixed-use developments, and creative placemaking to build exciting, innovative spaces and communities where people, arts, and the economy thrive.

Background and Responsibilities:

The **Program Manager** will spearhead WHEDco's neighborhood revitalization efforts in the Highbridge/Concourse/Morrisania area where city-led planning and rezoning efforts are underway.

Primary responsibilities include:

Planning and Engagement: Build relationships with long-time residents and growing multi-ethnic immigrant community. Partner with local groups, survey land uses, community needs, and assets, and advocate for improvements that create a safer and more vibrant neighborhood for families. Gain deep understanding of NYC rezoning process and its potential impact, and advocate for the community's needs. Become well-versed in local history, culture, concerns, hopes and the built environment.

Community Revitalization: Plan and implement projects responding to community and neighborhood needs identified by residents. Engage merchants, many of them immigrants with small retail and auto repair businesses. Connect them to technical assistance, financing, legal and other resources. Partner with merchants on marketing events that encourage residents' to shop locally. Coordinate closely with industry partners like local auto repair merchant association to survey and advocate around their needs.

Management and Supervision: Help oversee and implement a series of neighborhood revitalization initiatives: business support, district marketing, cleanliness and beautification, safety, and place-making. Monitor and report on progress toward project goals. Co-supervise a full-time Fellow. Coordinate with youth, residents, merchants and local artists while celebrating local culture, business and healthy living.

Qualifications:

- Bachelor's degree required in Urban Planning or Design, Public Administration, Business/Economics, or a related field. Master's degree preferred.
- At least 4 years of experience in any combination of the following: urban planning/design, project management, business/economic development, community organizing, advocacy, or real estate.
- Working knowledge of planning principles and community development in underserved areas.
- Motivated, creative, and resourceful self-starter who takes initiative and works well with minimal oversight.
- Excellent written and verbal communications skills for reporting and presentations.
- Collaborative team player with sense of humor, excellent interpersonal skills, and good judgment.
- Committed to engaging diverse constituents in underserved communities.
- Available for events and/or meetings in the evening and on weekends, as necessary.
- Ability and willingness to canvass and visit local community residents and businesses.
- Skilled in MS Office, graphic design, website development and/or GIS skills a plus.
- Proficiency in Spanish strongly preferred. Arabic, Asian and/or African languages a plus.
- Familiarity with and/or connection to the Bronx strongly preferred.
- Interest in the arts, community advocacy and community safety desired.

Excellent benefits and competitive salary based on experience. **This position is funded through June 2018, with the possibility of renewal for up to two additional years.**

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. EEO/AA.

To respond, send a cover letter and resume to one of the following:

Email: comdev@whedco.org

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452

Attn: Community Development Department