



50 East 168th Street, Bronx, New York 10452

[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Program Manager, Community Development  
**Location:** 50 E. 168<sup>th</sup> 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](http://www.whedco.org) for more information.

#### **Job Summary:**

WHEDco seeks an innovative **Program Manager** to join its **Community Development Department**. The Community Development Department engages in neighborhood planning, commercial revitalization, expansion of green, mixed-use developments, and creative place-affirming initiatives to build exciting, innovative spaces and communities where people, arts, and the economy thrive.

#### **Responsibilities:**

The **Program Manager** will help coordinate WHEDco's efforts around neighborhood revitalization in the communities surrounding WHEDco's buildings. S/he will likely focus on Melrose, where WHEDco is building [Bronx Commons](#)—a mixed use, creative economy-supporting affordable development that will fully realize the community's hard-won vision for the Urban Renewal Area. Primary responsibilities include:

**Community Planning and Design:** Survey and assess neighborhood land uses, community needs, and assets. Engage residents, community groups, businesses, city agencies, designers, etc. to create and implement a vision, plan and programs for a safer, cleaner, more vibrant area, with special focus on transportation, retail, beautification and the arts. Help evaluate effectiveness of program. Represent the organization in planning and rezoning efforts to encourage the inclusion of community priorities. Attend local meetings, build partnerships, and become well-versed in local history and the built environment.

**Business Support:** Deliver critical support to local merchants, vendors, start-ups, and artists. Aid merchant association to organize meetings, advocate for improvements, plan events, expand customer base, and increase web presence. Engage commercial brokers and property owners to recruit new businesses to the area in response to local needs. Incorporate unique cultural nuances into marketing.

**Research and Administration:** Provide fiscal and administrative support to the Department. Research and compile materials to advocate for initiatives that link transportation, health, safety, culture, business, urban design, open space and other local priorities that benefit area residents.

#### **Qualifications:**

- Bachelor's degree in Urban Planning, Urban Design, Public Administration, Business/Economics, or a related field.

- At least 1-2 years of relevant experience, in two or more of the following activities: urban planning/design, organizing, advocacy, economic development, community health, 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.
- Willingness and ability to go out into the surrounding communities to visit and engage with residents, businesses and other constituents, which may require climbing stairs and using public transit.
- Skilled in MS Office, graphic design, website development and/or GIS skills a plus.
- Proficiency in Spanish required. Arabic, Asian and/or African languages a plus.
- Interest in the arts, community advocacy and community safety desired.
- Familiarity with Bronx neighborhoods preferred.

Excellent benefits and competitive salary based on experience.

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

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

Email: [comdev@whedco.org](mailto:comdev@whedco.org)

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

Attn: Community Development Department