



DOWNTOWN BROOKLYN PARTNERSHIP
Business + Community Outreach Associate (Part-time)

This position may be partially remote during the COVID-19 pandemic.

ORGANIZATION BACKGROUND

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Managing three Business Improvement Districts (BIDs) that comprise Downtown Brooklyn - the MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID - the Partnership's diverse activities include attracting new businesses and improving the environment for existing companies, facilitating the creation of open space and of public spaces and streetscapes, supporting and promoting Downtown Brooklyn's cultural assets and small businesses, and encouraging a sense of place and an engaged civic community.

ROLES AND RESPONSIBILITIES

The Business Outreach Associate will be responsible for building relationships with local stakeholders - including residents, schools, and retail and office tenants - and updating them on DBP initiatives, government resources, and additional business support services and opportunities. In addition, the position will keep track of new retail and retail vacancies, and maintain DBP's data management/analytics, stakeholder outreach, and other administrative support needs.

Responsibilities include, but are not limited to the following:

- Design, implement, and analyze results of surveys with Downtown Brooklyn businesses, residents, and visitors;
- Manage direct outreach to area businesses, and maintain DBP's CRM system (currently Salesforce) to efficiently track DBP's interaction with stakeholders;
- Manage, analyze, and visualize data for various programs, including retail openings and vacancy tracking;
- Create maps, reports, and outreach materials for special projects;
- Staff events and meetings as a representative of the Partnership;
- Other analysis, data entry, administrative, and research duties as needed.

QUALIFICATIONS

- Bachelor's in Communications, Marketing, Public Relations, Political Science, Urban Planning, Public Administration, or a related field;
- Demonstrated interest in economic development, small business services, and community organizing;
- Knowledge of New York City agencies and policies;
- Proficiency in Adobe InDesign, Illustrator, and/or Photoshop;
- GIS or mapping skills preferred.
- Excellent oral and written communication skills and attention to detail;
- Strong organizational and project management skills;
- Creative and eager learner with the ability to work well on a team;

COMPENSATION

- This is a part-time, hourly position limited to 25 hours per week. Pay rate commensurate with experience.

TO APPLY

Interested candidates should email a resume and cover letter describing your interest in and fit for the position to jobs@downtownbrooklyn.com with the subject line "Business + Community Outreach Associate."

Downtown Brooklyn Partnership is an Equal Opportunity Employer

We are dedicated to building a culturally diverse workplace representative of Brooklyn's strengths and the people we serve. DBP strongly encourages applications from qualified minority and women candidates.