

Church Avenue BID and Flatbush Avenue BID
2244 Church Avenue, 4th Floor, Brooklyn, NY 11226

June 25, 2021

Seeking Small Business Outreach Assistant asap

Position Description

The Small Business Outreach Assistant will be the Flatbush Avenue BID and Church Avenue BID's additional eyes on the street under a Strategic Impact Grant from NYC Dept. of Small Business Services. The ideal Assistant is outgoing, patient, and interested in helping small businesses recover from the hardship of the past 15 months. You will do the critical work of helping identify what business owners' most pressing needs are, connecting them with services, and gathering an inventory of business data for both BIDs.

Time Commitment/Hours/Pay

120 - 150 hours from July - Dec. 2021, with most of the work in July - Sept. at \$20/hour.

- Hours flexible as long as you are available between 10:30am and 5pm on some weekdays over the next few months, except Fridays, for in person outreach.
- Occasional evenings at events you will coordinate, several (paid) trainings and workshops with other grant recipients, and check in calls with our funder.
- Data entry and reporting which can be completed during off hours, upon prior arrangement with our Executive Director.

Location

The BID's staff is working remotely except when we are doing outreach and the position doesn't come with an office with a computer. 75% of this position is in the field in the Church Ave. BID and Flatbush Ave. BID; 25% is data entry/reporting on our online spreadsheets, phone/emails you would do from your home, and trainings which are more likely to be virtual than in person.

The Assistant must be comfortable tracking information on their phone or on paper and entering data from their home computer.

The Small Business Outreach Assistant will report directly to the Executive Director and responsibilities may include but are not limited to:

Responsibilities

- Conduct in-person and phone/email outreach to business owners to gather demographic and business information, distribute print materials describing available grants and programs, and match businesses with available assistance programs.
- Research and promote specific grant-related programs to our members, such as social media trainings, grant webinars, Open Restaurants, etc.
- Work with both BIDs' staff to write event summaries and social media posts.
- Photograph local businesses and events to promote the grant's programs.
- Schedule businesses for grant-related services (such as photography, grant consultations, and design assistance) and meetings with our Executive Director, and handle follow-up.
- Help plan and run business assistance events (in person and virtual).
- Prepare and execute mailings.
- Maintain up-to-date spreadsheets tracking outreach visits, businesses' interest in different programs, event attendance, and other information, as well as prepare end-of-year completion report.
- Attend leadership and technical assistance trainings; prepare, attend, and actively participate in check-in calls with the funder; meet with BID coworkers in person/virtually, as needed.
- Other outreach, paperwork, and office tasks, as needed.

Requirements

- Ideal for someone with a background in customer service/hospitality/business school/urban planning/nonprofit service and can work around a college schedule.
- Strong people skills, comfort speaking with new people, and friendly demeanor.
- Ability to effectively juggle multiple tasks and projects simultaneously.
- Ability to work independently with minimal supervision.
- Attention to detail and accuracy.
- Follow through in ensuring that tasks are completed properly.
- Good communication skills.
- Solid computer skills, including Microsoft Office (Word, Excel), required.
- Enthusiasm, patience, and creativity!
- Flatbush residents are encouraged to apply.

Benefits

- Learn project management and project execution.
- Gain knowledge of business needs in a low-to-moderate income community and how to address those needs, including participating in paid trainings focusing on business support and retention and merchant organizing.
- Hone your interpersonal and outreach skills.
- Practical experience doing data collection, surveys, grant reporting, and event coordination.
- Gain hands on field experience and make connections within the City's network of 76 BIDs.

To apply, please submit the following:

1. A brief cover letter or email describing your interest in this position and your availability, and
2. Resumé

The above should be emailed asap to Lauren Elvers Collins, Executive Director, Church Ave. BID and Flatbush Ave. BID to FlatbushAveBID1@gmail.com (please put "SIG Assistant" in subject line). We want to hire this person very soon so applications will be reviewed as they are received.