

FULL TIME FELLOWSHIP POSITION:

Fellow, Neighborhood 360° Fellows, Neighborhood Development Division

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 (CBDOs) 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 72 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.

Job Description:

The Neighborhood Development Division is launching the Neighborhood 360° Fellows program pairing community organizers and planners with New York City CBDOs to facilitate increased collaboration between local stakeholders around impactful economic development initiatives and help build CBDO capacity. Ten (10) fellows will be placed at ten (10) different CBDOs throughout NYC. Neighborhood 360° Fellows will report to the Director of Capacity Building Initiatives and an on-site supervisor at their placement CBDO. Additionally, Neighborhood 360° Fellows will participate in a series of supplemental seminars and site visits focused on professional development and commercial revitalization.

A Neighborhood 360° Fellow will:

- Work directly for a placement CBDO in commercial revitalization project development, implementation, and evaluation;
- Serve as an on-the-ground resource connecting local businesses, jobseekers and CBDOs to SBS programs;
- Convene merchants to discuss status of commercial corridor including merchant issues, consumer needs and possible event/campaigns;
- Facilitate conversations on a range of complex issues and projects that impact commercial corridors;
- Develop communication materials for merchants and commercial corridor highlighting upcoming events or relevant SBS services, programs, and expertise;
- Engage community stakeholders and partner organizations in designated commercial corridor efforts;
- Participate in a series of supplemental seminars and site visits focused on professional development and commercial revitalization topics including but not limited to: Placemaking, Business Attraction/Retention and Merchant Organizing;
- Other tasks as assigned.

Requirements:

The ideal candidate will demonstrate many of the following skills and knowledge:

- Ability to coordinate and manage multiple tasks and projects and provide timely and clear updates to supervisors
- Experience and demonstrated interest in community nonprofits, community-based planning and organizing, and neighborhood development issues;
- Familiarity with designated placement CBDO's New York City neighborhood
- Knowledge of successful community organizing, consensus and coalition building techniques and best practices;

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.

- Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint;

Qualifications:

1. A baccalaureate degree from an accredited college or university and 1 or more years of experience in community outreach, organizing and/or planning centered activities in an area related to the duties described above; or
 2. High school graduation or equivalent and 1 or more years of experience in community outreach, organizing and/or planning centered activities in an area related to the described duties.
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How to Apply:

To review 2016-2017 Neighborhood 360° Fellows CBDO placements and apply to be a Fellow please visit:

http://www.nyc.gov/html/sbs/html/neighborhood_development/neighborhood_360_fellows.shtml

Stipend for this 10 month fellowship is: \$33,000 and health benefits

NYC residency is required within 90 days of appointment. Applicants must be one of the following: a United States citizen, permanent resident or eligible to work in in the US as per I-9 requirements to be considered for this fellowship.

If you do not have access to email, mail your resume to:

NYC Department of Small Business Services

Human Resources Unit

110 William Street

New York, New York 10038