

Manager, Public Space Initiatives

Myrtle Avenue Revitalization Project LDC / Myrtle Avenue Brooklyn Partnership BID

This is an exciting entry level position at an innovative local development corporation and business improvement district in Fort Greene and Clinton Hill, Brooklyn (www.myrtleavenue.org). We are seeking a highly-motivated candidate interested in neighborhood-level commercial corridor revitalization. Under the direction of MARP's Executive Director, the Manager for Public Space Initiatives will oversee projects such as supplemental sanitation, street beautification, and plaza maintenance.

Responsibilities include, but are not limited to, the following:

- Manage and oversee contracts pertaining to sanitation, street beautification, holiday lighting, and banner installation, monitoring performance and adjusting contracts when necessary
- Prepare RFP's and evaluate proposals for all supplemental services and oversee budgets and expenses relating to supplemental services
- As point person for the Myrtle Avenue Plaza project, a \$7M capital streetscape reconstruction project, lead construction mitigation efforts, manage kiosk sublease and RFP process, and manage plaza maintenance once construction is complete
- Oversee tree care, ornamental plantings and tree guard maintenance
- Establish and maintain close coordination with City agencies and departments, including NYPD, Sanitation, Parks, Transportation, DEP, and others
- Work with staff and consultants on special initiatives, including events
- Monitor condition of the street, including cleanliness of sidewalks and tree pits, graffiti incidences, and general condition of infrastructure. Maintain relevant data sets and maps pertaining to street furniture, trees, etc.
- Supervise part-time Streetscape Inspector
- Work closely with city agencies to implement improvements to the public realm, such as bus improvements, public recycling, new trees, street safety enhancements, public security cameras, and parking regulation changes
- Contribute program-relevant content to the blog and social media networks
- Represent MARP/BID at some evening meetings, including community board meetings, neighborhood organization meetings, and other related events
- Work with appropriate city and state agencies, local elected officials, and organizations to forge new partnerships and initiatives
- Help to prepare grant applications and reports for current grants

Desired Qualities and Attributes:

- Experience in project management, operations of public spaces, and a working understanding of BIDS, City government and non-profits.
- Excellent written and oral communication skills
- Warm, professional, engaging manner in dealing with the public, staff, stakeholders and contractors

- Proficiency with computers including Word, Excel, PowerPoint. Excel proficiency is particularly useful. GIS skills desirable, but not necessary
- Ability to handle multiple tasks with a calm, problem-solving attitude
- Able and enthusiastic about working outdoors with some light manual labor required at times
- Ability to carry out self-directed work such as overseeing projects, and able to work efficiently in the absence of direct supervision
- Detail oriented, with good organizational skills, high standards and strong work ethic
- Creative, curious, fast learner, who is highly motivated and takes initiative
- Possesses team spirit and loyalty, and a willingness to pitch in and help with a wide range of varied assignments, as time and regular duties permit
- Bachelor's degree required

Schedule and Compensation:

- 35 hours/week, with possibility for flexible working hours
- Competitive salary with 20 days of annual leave (includes vacation/sick days/personal days); 25 days of annual leave after 3 years of employment
- Health and dental insurance, with premiums partially paid by organization
- 12 paid holidays/year
- Eligible for retirement benefit after 1 year of employment with employer match up to 3%

To apply:

Please submit electronic copies (PDF) of your resume, cover letter, and a 1-2 page writing sample (could be a memo, status report, proposal, etc.) to admin@myrtleavenue.org by April 5, 2015. Applications will be reviewed on a rolling basis. Please include "MARP Program Manager Application" in the subject line of the email. No phone calls please.