

NSTAT COMMUNITY ENGAGEMENT ASSOCIATE

Part-Time | 25 Hours per Week | \$25 – \$30 per Hour



ABOUT THE POSITION

The Myrtle Avenue Brooklyn Partnership (MABP) is seeking a part-time **NSTAT Community Engagement Associate** to support the NeighborhoodSTAT (NSTAT) program in Fort Greene, Brooklyn. This is a hands-on, community-facing position that combines **resident outreach, stakeholder engagement, event support, and program administration**. Working closely with the existing MAP Engagement Coordinator (MEC), the Associate will help maintain a consistent NSTAT presence in the community.

The successful candidate will be organized, dependable, comfortable engaging directly with residents, and able to balance field-based community work with administrative responsibilities. **This position will require the associate to be outdoors/in the field for approximately 80% of the time, though that schedule may vary.**

DUTIES & RESPONSIBILITIES

Community Outreach & Engagement

- Conduct regular community outreach, including tabling, flyer distribution, event promotion, and direct resident engagement.
- Represent MABP and the NSTAT program at community meetings, including resident communication and meeting preparation.
- Outside of meetings, connect residents with appropriate community resources, programs, services, and employment opportunities.

Events & Program Support

- Assist with planning and implementing NSTAT events, (including resident-led projects, community meetings, and outreach activities).
- Coordinate event logistics, including advanced logistics (gathering supplies, sign-in sheets, equipment, and conducting vendor communication) and day-of execution (setting up equipment, taking photos, noting attendance, breaking down equipment).

Administrative & Grant Support

- Support timely and accurate documentation (program files, contact lists, attendance records, stakeholder information, etc.) necessary for grant reporting and program compliance.
- Assist with stipend documentation and payment records (including gathering stakeholder timesheets and participation agreements).

QUALIFICATIONS & SKILLS

- Preferred—Experience conducting direct community outreach and initiating conversations in a respectful and welcoming manner with NYCHA residents and community-based programs in Fort Greene and Clinton Hill.
- Ability to work independently in the field and collaboratively as part of a team.
- Strong written and verbal communication skills. Proficiency with Microsoft Office and/or Google Workspace and ability to learn organizational databases and CRM systems.

SCHEDULE & PHYSICAL REQUIREMENTS

This is a **part-time position averaging 25 hours per week**. The position requires regular community-based and outdoor work and availability for evening and weekend meetings, outreach activities, and events as needed.

The position will require standing and walking for extended periods and assisting with the transport, setup, and breakdown of program and event materials.

MABP is committed to providing reasonable accommodations to qualified individuals. Applicants who require an accommodation to perform the essential functions of the position may request one as part of the application process.

COMPENSATION

\$25–\$30 per hour, commensurate with experience.

This is a **grant-funded position**. Continued employment is contingent upon the availability and continuation of NSTAT grant funding, MABP's continued participation in the program, and fulfillment of applicable grant requirements and deliverables.

TO APPLY

- Send a resume and cover letter to **NSTAT@myrtleavenue.org**
- Please include **"NSTAT Community Engagement Associate"** in the subject line.
- The posting will remain open until the position is filled. Early applications are strongly encouraged.

EQUAL EMPLOYMENT OPPORTUNITY

The Myrtle Avenue Brooklyn Partnership is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, marital or partnership status, pregnancy, genetic information, citizenship status, veteran status, or any other status protected by federal, New York State, or New York City law.