

FULL TIME FELLOWSHIP POSITION: NEIGHBORHOOD 360° FELLOW NEIGHBORHOOD DEVELOPMENT

Agency Description:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

New York City is a leader in building and supporting neighborhoods that thrive and innovate. SBS's Neighborhood Development Division (NDD) assists in the creation and viability of community-based development organizations (CBDOs) that advance the growth of commercial districts across the five boroughs. We work with CBDOs to build vibrant neighborhoods where New Yorkers can shop, work, and live by:

- Overseeing the largest network of Business Improvement Districts (BIDs) in the country, which delivers more than \$140 million in additional services throughout the five boroughs;
- Offering training, tools, and one-on-one assistance to local community-based organizations;
- Administering grant programs to strengthen and revitalize commercial districts;
- Working with community partners to identify local commercial district needs and plan targeted solutions that support and strengthen neighborhood small businesses and local economic development.

Job Description:

Neighborhood 360° Fellows help neighborhood-based economic development organizations across New York City complete commercial revitalization projects and connect local stakeholders to City resources.

Ten (10) fellows will be placed at ten (10) different community-based organizations (CBOs) throughout New York City in full-time positions from **June 3, 2019, to March 27, 2020**. Neighborhood 360° Fellows will report to the SBS Director of Capacity Building Initiatives and an on-site supervisor at their placement CBO.

The program aims to build a network of leaders prepared with commercial revitalization expertise and experience in New York City neighborhoods. To that end, Neighborhood 360° Fellows will participate in a series of trainings and site visits focused on professional development and commercial revitalization.

A Neighborhood 360° Fellow will:

- Work directly on the development, implementation, and evaluation of a commercial revitalization project;
- Serve as an on-the-ground resource to local businesses, jobseekers, and CBOs with City services;
- Convene merchants to discuss the status of the commercial corridor, including merchant issues, consumer needs, and possible event or campaigns;
- Facilitate conversations on a range of complex issues and projects that impact commercial corridors;
- Develop communication materials for merchants and commercial corridors highlighting upcoming events or relevant services, programs, and expertise;
- Engage community stakeholders and partner organizations in designated commercial corridor efforts;
- Participate in a series of trainings 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 several the following skills and knowledge areas:

- Experience and/or demonstrated commitment to engaging and collaborating with community-based organizations and local small business communities;
- Familiarity with and deep interest in New York City neighborhoods and community development issues;
- Demonstrated ability to self-manage, including strong project management skills and the ability to coordinate and complete multiple tasks in a timely fashion and provide clear updates to supervisors;

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.

- Knowledge of successful community organizing and coalition building techniques and best practices;
- Enterprising and resourceful, with ability to look strategically at the big picture and search for insightful, creative solutions;
- Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint.

Preferred Skills:

Review the Ideal Skills, Qualifications, and/or Languages section for each of the 2019-2020 CBO placements and their proposed projects here: www.nyc.gov/360fellows.

Qualifications:

1. A baccalaureate degree from an accredited college and university and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates possess the four year high school diploma or its educational equivalent.

How to Apply:

1. Review the 2019-2020 CBO placements and their proposed projects on www.nyc.gov/360fellows.
 - You will need to select your top two placement choices and provide a written statement about your interest in each and why you would be a good fit. This could include your interest in the organization, neighborhood, or project.
2. Follow the instructions on www.nyc.gov/360fellows. You will be asked to fill out a basic information form and submit the following documents:
 - Resume
 - Fellowship Personal Statement – In no more than two pages, tell us why you're interested in being a Neighborhood 360° Fellow and how your background and experiences have prepared you for this position. Please also discuss why you would be a valuable member of the cohort.
 - Outreach Plan – In no more than two pages, address the [challenge in the 360ville neighborhood profile](#). Be sure to include in your plan a timeline for implementation, key stakeholders, ideas for actions or projects, sample outcomes for impact measurement, potential challenges you believe you might face and how you would address them.
 - Letter of Recommendation
 - Additional reference (optional)

Salary: Compensation for this 10-month fellowship is \$33,000 and includes health benefits

NYC residency is required within 90 days of appointment. Applicants must be one 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.

NOTE: Only those candidates under consideration will be contacted.

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

NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038