



BID Administrative/Outreach Assistant (updated Oct. 12, 2022)

Position Overview:

The BIDs are seeking a part-time Administrative/Outreach Assistant to join our team. The position involves in-person outreach, administrative assistance, and helping the BIDs plan and manage events. **The ideal candidate is good at organizing information, enjoys meeting people, and doesn't mind rolling up their sleeves - we're a small staff so no task is too small for any of us to do!** The Assistant will report to the Executive Director and/or Compliance Manager.

Schedule/Pay: Two full weekdays per week, with an additional day available on some weeks. Occasional evening events.

Pay: \$23/hourly pay and does not come with benefits.

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

Outreach

- In-person outreach to distribute BID information and gather paperwork from our businesses; some email/phone follow-up.
- Help plan and execute events, including packing supplies, scheduling meetings, assisting with promotion, and working at the event.
- Assist in monitoring sanitation, vacancies, and other business conditions.
- Occasional errands and special projects.

Administration

- Data entry; format e-blasts in MailChimp (e-blast content would be provided).
- Take notes at meetings and write up minutes.
- Help organize and file the BIDs' historical records.
- Light design and correspondence tasks, like creating flyers or mailings.
- Administrative and office projects including printing and scanning, researching and gathering data for reports, preparing mailings, and other tasks, as needed.

Qualifications:

- Organized individual with attention to detail and great follow-through.
- Ability to coordinate multiple tasks and projects simultaneously, adapt to shifting priorities, and provide timely updates.
- Strong people skills and comfort conducting in-person outreach with a friendly demeanor.
- Ability to work with minimal supervision but also as part of our team.

Church Avenue BID & Flatbush Avenue BID Administrative Office

495 Flatbush Avenue, Suite C30, Brooklyn, NY 11225, T: 929-722-6340, F: 718-744-2673

info@churchavenue.org/flatbushavebid1@gmail.com



- Physical capacity to travel throughout both districts regularly, sometimes transporting materials.
- Familiarity with Google Docs and Google Sheets; experience with MailChimp a plus!
- Professional or personal familiarity with social media and basic computer skills.

Preferred Skills:

- Hands-on experience doing face-to-face field work or other work with the public.
- Conversational or written skills in French/Haitian Creole or Spanish a plus.

Work Environment:

Our offices are located in Bklyn Commons, a co-working space at 495 Flatbush Ave. The work is in person either in our office or out in the field.

You must be fully vaccinated (including booster) against COVID-19 and wear a mask when in our shared office. However, there are common workspaces and roof decks in our office building which are available for you to use where masks are not currently required. This may change if circumstances shift.

About our Organizations:

Church Avenue Business Improvement District and Flatbush Avenue Business Improvement District (the BIDs) are located in the heart of central Brooklyn and cover Church Avenue between Coney Island Avenue and Flatbush Avenue, and Flatbush Avenue between Parkside Avenue and Cortelyou Road. We provide clean and safe retail environments for shoppers, promote the avenues as great places to shop, and advocate on behalf of the districts, the merchants, and property owners. The BIDs share office space, staff, and collaborate on much of our programming.

The BIDs provide supplemental services to the merchants and property owners including: sanitation, marketing, business development, streetscape improvement, COVID recovery services, one-on-one assistance, and advocacy. Additionally, the BIDs give merchants and owners an opportunity to be active in their community and take responsibility for making Church and Flatbush Avenues better places to shop and do business.

How to Apply:

Please submit the following documents to InfoChurchFlatbush@gmail.com or fax to 718-744-2673.

Submit all documents as attachments/PDFs (please don't send links to resumes/cover letters) and write "BID Admin/Outreach Position" in the subject line so your application doesn't get lost!

- Resume
- Cover letter, including how your skills/background make you a good fit for this position

If scheduled for an interview, you will be asked to bring three references. Applicants will be considered on a rolling basis. No phone calls, please.

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