

Aug. 6, 2019

**Position Description: Outreach Assistant**

**Time Commitment:** A minimum of 13 hours/week (spread out over 2-3 days), Mon. to Fri. during regular business hours at least through Dec. 13, 2019, with additional months of work likely starting in early 2020. The exception to the Mon. to Fri. schedule would be the occasional BID event (holiday events, annual meeting, etc.) which usually takes place on a weekend or evening.

**Pay:** \$16/hour

The Church Avenue and Flatbush Avenue Business Improvement Districts are seeking a part time Outreach Assistant to work for both BIDs in the growing area of Flatbush, Brooklyn. Work will focus on outreach with some office assistance. The Outreach Assistant will report directly to the Executive Director and responsibilities may include but are not limited to:

Outreach (60%):

- Conduct in-person and phone outreach to business and property owners to accurately update contact information, gather and distribute information, and hang posters.
- Walk through both BIDs to collect information on vacancies, street conditions, and sanitation issues.
- Assist BID's staff in coordinating and working at BID events (several events per year).

Research and Communications (40%):

- Photograph local businesses, their goods, and people and prepare/schedule Instagram and Facebook posts.
- Research business issues and NYC regulations; prepare easy-to-read fact sheets on these issues for distribution to BID members.
- Prepare and execute mailings, including pulling and checking mailing lists for accuracy; printing, stuffing, and labeling postcards and letters.
- Update spreadsheets and help maintain online project management system.
- Local errands to and from BID businesses and assistance moving BID supplies, on occasion.
- Other paperwork and office tasks, as needed.

Requirements:

- Strong people skills and comfort speaking with new people.
- Attention to detail and accuracy.
- Ability to work independently with minimal supervision.
- Strong written and verbal communication skills.
- Enthusiasm, patience, and creativity!
- Ability to effectively handle shifting deadlines and priorities and to juggle multiple tasks and projects simultaneously.
- Comfort doing physical activities including walking through the BIDs and running occasional errands locally.
- Solid computer skills, including Microsoft Office (Word, Excel), required.



## Flatbush Ave BID

- Optional but helpful: Basic graphic design and/or WordPress management experience or the willingness and ability to learn these skills.

Please submit the following:

- Cover letter describing your interest in this position and noting any limitations on your availability, and
- Resumé

The above should be sent asap to Lauren Elvers Collins, Executive Director, Church Ave. BID and Flatbush Ave. BID, 2244 Church Ave., 4<sup>th</sup> Floor, Brooklyn, NY 11226 or by email to [Laurenc@churchavenue.org](mailto:Laurenc@churchavenue.org) (if emailed, please state "Outreach Assistant" in subject line). Please, no phone calls!