

Flatbush Ave BID

Aug. 7, 2019

Position Description: **Safety Ambassador**

Dates: A minimum of 13 hours/week (spread out over 2-3 days), Mon. to Fri. during regular business hours. Exception from business hour schedule is attendance at the occasional community/NYPD event which can take place on weekends/evening.

Position runs through June 30, 2020 with possibility to extend position.

Pay: \$18/hour

The Flatbush Avenue Business Improvement District is seeking a part time Safety Ambassador to work with the BID in the growing area of Flatbush, Brooklyn. Work will focus on outreach to businesses and property owners to track and enhance their current security measures, recruit businesses and oversee installation of security cameras (through an outside vendor), and collaborate with the local police precinct to facilitate the precinct's presence in the BID.

The Safety Ambassador will report directly to the Executive Director and responsibilities may include but are not limited to:

Camera Program (60%):

- Using in-person outreach, recruit BID businesses and properties interested in free security cameras being installed on their business or property.
- Evaluate feasibility and, where appropriate, update and execute agreements between the BID and prospective camera recipients.
- Oversee camera installation and maintenance, involving coordinating and scheduling vendor.
- Maintain accurate list of recipients, prospects, and issues and follow up to address these issues; update summary document noting progress and locations of camera installations.
- Photograph installations and prep posts for the BID's social media and marketing materials.
- On a quarterly basis, update contact information on status and contacts for all cameras; identify and schedule camera repairs/maintenance.

Collaboration with 70th Precinct (40%):

- Collaborate with the 70th Precinct and identify ways to support Precinct activities in the Flatbush Ave. BID, including attending monthly community-police meetings, an additional meeting every few months, and communicating regularly with the Precinct.
- Photograph Precinct events and prepare posts for the BID's social media and marketing materials.
- Update and distribute flyers to BID businesses.

- As needed, research successful security measures in other BIDs and communities to identify new techniques.
- Other safety-related research and writing, as needed.

Requirements:

- Strong people skills, particularly ability to inspire trust and friendly demeanor.
- Attention to detail and accuracy and commitment to completing tasks.
- Problem-solving.
- Ability to work independently with minimal supervision.
- Strong written and verbal communication skills.
- Enthusiasm, patience, and determination!
- Ability to effectively juggle multiple tasks and projects/clients simultaneously.
- Comfort doing physical activities including walking through the BID.
- Solid computer skills, including Microsoft Office (Word, Excel), required.

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 before Mon. Aug. 26, 2019 to Lauren Elvers Collins, Executive Director, Church Ave. BID and Flatbush Ave. BID, 2244 Church Ave., 4th Floor, Brooklyn, NY 11226 or by email to FlatbushAveBID1@gmail.com (if emailed, please state "Safety Ambassador" in subject line). Please, no phone calls!