



Position: Corridor Officer – Central Market/Sixth Street
Reports to: Program Manager
Department: Business Retention
Location: San Francisco, California
Position Type: Full Time, Exempt position
Start Date: Spring 2017

Working Solutions (www.workingsolutions.org) is a Community Development Financial Institution (CDFI) with a mission to provide affordable capital and one-on-one consulting to help entrepreneurs start or grow small businesses. We prioritize serving low-income individuals, women, and minorities who lack access to conventional financing options. We provide small business loans (microloans) from \$5,000 up to \$50,000, five years of post-loan business consulting, and referrals to small business resources. We support microenterprise growth as a strategy to strengthen the local economy, create jobs, and build strong communities. Working Solutions has a growing team of 16 full-time employees with headquarters in San Francisco and satellite offices in San Rafael and Oakland.

The Opportunity

In 2016, Working Solutions created the Business Retention Team focused on assisting San Francisco-based small businesses with real estate, financing, accessing incentives, and navigating government agencies. The Business Retention Department currently is undergoing expansion and is undertaking a greater role in the economic development of traditional commercial corridors in San Francisco. In fall 2016, Working Solutions was awarded two contracts by the San Francisco Office of Economic and Workforce Development (OEWD) to take on a managerial role of the commercial corridors along Central Market/Sixth Street. This role is aimed at improving the streetscape of these commercial areas by implementing ideas for programs, services, physical improvements, and site activations that focus on crime prevention and other place-making and community building strategies. The Corridor Officer will be responsible for outreach and organization of merchants and creating ideas for programs and physical projects to improve and enhance the pedestrian experience on these corridors.

Key Duties

- Perform periodic outreach to merchants along Central Market/Sixth Street Corridors to make them aware of available programs and events
- Organize merchants to form collaborative partnerships in order to hold events and other programs aimed at increasing foot traffic on corridors
- Create proposals for streetscape improvements and place-making initiatives along commercial corridors
- Utilize innovative methods of increasing public safety along corridors such as the use of crime prevention through environmental design (CPTED)
- Promote programs and opportunities offered by the City of San Francisco to merchants such as SF Shines grants and Legacy Business grants
- Work with OEWD staff assigned to the area
- Work with Working Solutions staff to offer organizational services to merchants along Central Market/Sixth Street corridors
- Work with Business Retention Program Manager to create an OEWD-approved work plan for each corridor



Necessary Qualifications

- 1-3 years of community outreach experience with proven track record of successfully helping small businesses
- Excellent written and verbal communication skills
- Knowledge of the needs of diverse San Francisco small business owners and in depth knowledge of Central Market/Sixth Street corridors
- Knowledge of the field of microfinance, entrepreneurship, microenterprise, small business ownership, and program management
- Ability to multi-task and prioritize with multiple deadlines with great attention to detail
- Flexibility to continually incorporate feedback from small businesses, staff, and partners to improve services and processes
- Enjoy working in a growing, impactful, fast-paced, fun, and mission-driven organization that provides both consulting and microloans to local small businesses
- Ability to work well in a team
- Previous experience in economic development

Desired Qualifications

- Fluency in a language in addition to English is preferred.
- Salesforce experience a plus.

Salary Commensurate with Experience

Excellent Benefits: Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays.

Application Deadline: March 6, 2017

Please email resume and cover letter with the subject line "Working Solutions Corridor Management Officer" to jobs@workingsolutions.org.

No phone calls please.

Working Solutions is an Equal Employment Opportunity Employer. Please email resume and cover letter with the subject line "Working Solutions Corridor Management Officer" to jobs@workingsolutions.org.