The Staten Island Economic Development Corp. (SIEDC) is a 501(c)(3) not-for-profit corporation whose mission is to enhance a thriving Staten Island economy by promoting public and private investment and encouraging the development of commercial and industrial property and projects in an environmentally friendly manner, all of which improve the quality of life and provide broad and diverse employment opportunities. The organization is seeking a Project Manager to focus on providing business services and assistance to industrial businesses and those located in the communities in which SIEDC manages organized merchant groups.

**Job Responsibilities:**

- Oversee services and contracts including maintenance, signage and banner installation among others for the Victory Boulevard Merchants Association, New Dorp Business Improvement District and Richmond Road Merchants Association.
- Coordinate production of marketing and outreach materials including guides/maps, social media and email blasts for specified towns.
- Support, once allowed, the hosting and organization of holiday events, restaurant crawls, holiday lighting and other services associated with the promotion of commercial districts.
- Assist with researching funding opportunities including grants, sponsorship and membership.
- Conduct fieldwork and community outreach to develop relationships and provide service to merchants located within the designated neighborhoods.
- Support the Industrial Business Zones program including providing intergovernmental assistance, financing support, incentives guidance and other benefits available to these businesses.
- Organize webinars to support identified needs and assist merchants with government navigation.
- Work on special projects assigned by President/CEO.
- Other tasks as assigned by SIEDC management.

**QUALIFICATIONS:**

- **Must be a Staten Island resident**
- Strengths in verbal and written communications; must be articulate and have the ability to adapt communications/presentations and deliver clear and concise reports and analysis to senior management
- Strong attention to detail and excellent organizational skills
- Ability to meet established deadlines
- Strong initiative and resourceful with the ability to develop creative solutions
- Flexible and adaptable multitasker
- Ability to evaluate and understand proposals, contracts and government regulations
- Strong computer skills, including Microsoft Word, Excel and PowerPoint
- A car and valid driver’s license is required for this position

**EDUCATION/EXPERIENCE:**

- A bachelor’s degree in geography, urban planning, government relations, public administration or a related field are strongly recommended.
- A master’s degree in the above mentioned fields is preferred.
- Minimum of 2-3 years of experience in non-profit, economic development or community development

**COMPENSATION:**

- Salary - $40,000 - $50,000 commensurate with experience

**TO APPLY:**

Email cover letter and resume to niles@siedc.org

No phone calls, faxes or visits please.