

Background

The Bloomfield Development Corporation (BDC) is a 501(c)3 nonprofit organization that exists to support, promote, and enhance Bloomfield. BDC envisions an inclusive and attractive Bloomfield with a rich history and a flourishing business district. Operating under the values of acceptance, stewardship, livability, and fairness, BDC works to create residential equity and stability, to support and enhance the business district, and to facilitate residential and commercial property development.

Responsibilities

The Program Coordinator works part-time as part of the BDC Bloomfield Saturday Market program and reports to the Executive Director. They work in Bloomfield to execute the successful Bloomfield Saturday Market with the goal of creating a community gathering place, supporting entrepreneurs, drawing visitors into our business district, and providing an important platform in which to market Bloomfield's small businesses. They will staff the market year-round, connecting the markets to BDC's mission and the larger community with an understand of the local food system in which they operate. Further, the market manager ensures open lines of communication between all stakeholders, curates high-quality entertainment and educational programming, creates and sustains mechanisms for residential support, creates important connections to Bloomfield's business district, and ensures that visitors have a fun and safe experience.

Education and Experience

A Bachelor's Degree in a related field with 1-3 years' experience, or the equivalent combination of education and/or related experience. Experience in community development and special events preferred.

Major Tasks and Activities

Project Execution

- Creating connection with the surrounding community, including the business district and civic and non-profit groups
- Event logistics and fundraising, including recruiting and processing new vendors, data collection and retention, recruiting and processing sponsorship requests, and coordinating other services
- Scheduling market education and entertainment, including but not limited to musicians, children's activities, city service/safety providers, cooking demonstrations, fitness classes, and for- and non-profit groups
- Event promotion and advertising, both print and digital
- Coordinating the Fresh Access and Health Bucks programs, including data collection and reporting
- Volunteer recruitment, tracking, and coordination

Project Coordination

- Establish and conduct regular meeting and communication schedule with BDC staff and stakeholders
- Establish a project work plan and schedule of activities with benchmarks
- Develop and distribute outreach materials for services provided

Project Accountability

- Establish and conduct regular meetings and communications with BDC Executive Director, BDC board of directors, sponsors, and other stakeholders
- Provide monthly reporting to Executive Director, BDC's Finance Manager and various other market stakeholders
- Utilize processes for tracking project activity, outreach, and volunteer engagement as directed
- Other duties as assigned

Knowledge, Skills, and Abilities

- Ability to work with an economically diverse community and sensitivity in dealing with minority issues
- Clear communication and writing skills
- Excellent interpersonal skills
- Knowledge of writing for various media
- Strong organizational skills
- Ability to simultaneously and effectively manage multiple projects in a fast-paced environment
- Flexibility to respond to the needs of a dynamic system
- Proficiency with Microsoft Office software, GIS software a plus
- Superior conduct and attitudes of professionalism
- Ability to adhere to deadlines and established benchmarks
- Ability to meet performance expectations while working remotely

Personal Characteristics and Traits

- Flexible and adaptable to change
- Sets high goals and standards of performance for self
- Maintains and promotes social, ethical, and organizing norms in conducting internal and external business activities
- Commitment to self-evaluation and professional growth
- Self-motivated and unafraid to demonstrate initiative
- Sense of humor

This is a part-time, year-round position at approximately 25 hours per week paying \$15.35/hour. This position requires Saturday work and may include occasional evening hours. This position involves repetitive lifting of up to 50 pounds, standing and walking for extended periods, crouching and bending, and working outside in variable weather conditions. Reliable transportation is preferred.

BDC is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, familial status, sexual orientation, disability or any other characteristic protected by law.

To apply, please send a cover letter as a separate document with a resume, emailed to contact@bloomfieldpgh.org.