

# 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 70<sup>th</sup> Precinct (40%):

- Collaborate with the 70<sup>th</sup> 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., 4<sup>th</sup> Floor, Brooklyn, NY 11226 or by email to FlatbushAveBID1@gmail.com (if emailed, please state "Safety Ambassador" in subject line). Please, no phone calls!



Aug. 7, 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 Flatbush Avenue Business Improvement District and the Church Avenue Business Improvement District 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.
- 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 FlatbushAveBID1@gmail.com (if emailed, please state “Outreach Assistant” in subject line).  
Please, no phone calls!