



MPC Community and Economic Development Associate

Mosholu Preservation Corporation (MPC) is a not-for-profit that supports Montefiore Health System through improving some of the social determinants of health to create healthier communities. MPC has been a staple in the community for almost 40 years and has helped to combat community deterioration by preserving neighborhoods and building community. MPC does this through supporting small business to ensure they grow and thrive, acquiring and rehabbing quality sustainable affordable housing, neighborhood development and the production of educational hyperlocal news.

The Community and Economic Development Associate will support community and economic development initiatives and help coordinate and support supplemental services to aid business corridors in the Northwest Bronx, including the Jerome Gun Hill BID, 204th Street and Bainbridge Avenue, East 233rd and White Plains Road and Webster Avenue areas. In addition, the Community and Economic Development Associate will provide support for aspects of contract management related to MPC initiatives including MPC's Neighborhood Initiative.

Office & Field Work Includes:

- Assist in creating, coordinating and delivery of community and economic development programs
- Assist in contract and proposal writing efforts as well as tracking and accounting contract expenditures in accordance with city/state guidelines and agency policy
- Conduct outreach to area merchants, property owners and community residents to solicit participation in promotional/educational efforts
- Assist with neighborhood development initiatives including beautification, community events, and the creation of community gardens and healthy food initiatives
- Delivery and retrieval of materials to area merchants, property owners and community groups
- Assist with the creation of documents and publications including; newsletters, surveys, business related letters and other promotional & outreach materials
- Assist with the creation & maintenance of databases and report creation
- Manage social media accounts and websites
- Provide administrative support related to the management and processing of information related to contracts and grants.

Minimum Qualifications:

- Bachelor's degree in a relevant discipline. Equivalent combinations of education and experience will be considered.
- Candidate should have experience in non-profit community and/or business development/outreach, as well as excellent oral and written communications skills
- Core requirements include: strong interpersonal skills; aptitude for working collaboratively and independently; capacity to multi-task, organize, and work under tight deadlines
- Proficient in the use of computers and software including Windows XP and Microsoft Office Suite 2003 or better
- Experience using social media for marketing purposes
- Experience with website management
- Bilingual English/Spanish preferred

To apply: Please send cover letter and resume to mpc@mpcbrooklyn.org