



Greater Jamaica
Development
Corporation

PROGRAM ASSOCIATE, BUSINESS SERVICES

Who We Are

GJDC is a community-building organization that plans, promotes coordinates and advances responsible development to revitalize Jamaica and strengthen the region.

We are at the forefront of the revitalization of Downtown Jamaica, Queens – laying the groundwork for more jobs, increased economic opportunity, and a better quality of life for the people who live and work here. We take on real estate initiatives that lead the market. And when there is a major infrastructure project in the works, we are at the table – either as a planner, advisor or project manager. Working closely with government and business, GJDC is changing the landscape and perception of Jamaica.

Just over the last few years our projects have transformed the area around the Jamaica LIRR Station, paved the way for over a thousand affordable housing units, sparked construction of hundreds of hotel rooms and enabled a myriad of small businesses to obtain loans.

Who We Are Looking For

If you are the perfect candidate to join the Business Services team you have a bachelors degree and/or commensurate work experience and:

- *You have an entrepreneurial spirit* - You are able to “see” a business owner’s vision and understand the basic needs for running a business and keeping it afloat. If you possess an understanding of business finances and operations that is a plus, though we will train you.
- *You are an outgoing, people person* – You are confident and naturally adept at making people feel comfortable in discussing the intricacies of their day-to-day businesses, both practical and financial.
- *You embrace technology and data analytics* - You have a good working knowledge of customer relation management databases such as Salesforce; project management tools such as Basecamp; spreadsheet platforms such as Excel, and Microsoft Office Suite. You enjoy reviewing data and providing analytical feedback.
- *You flourish in fast-paced environments* - You are comfortable beginning your work day canvassing businesses, then returning to work on spreadsheets and logistics and rounding out the day championing the prospect of a loan application for the next big idea!
- *You are a task-oriented, detail-oriented self-starter* – You have a strong project management mindset with the ability to work diligently without immediate supervision.

- *You have a strong desire to make a measurable difference* - We are driven by the transformative changes happening in Jamaica, Queens. To work here, you need to be passionate about helping to make it happen.

What Your Contribution and Impact Will Be

Reporting to the Director of Business Services you will be part of small yet dynamic team and essential in:

- *Business Outreach and Canvassing* - As the initial lead interaction with businesses, possess the ability to canvass within the 114XX and 116XX zip codes that may need a small business loan to expand, enhance or increase working capital and efficiency
- *Document Collection and Management* – Exercise discretion and confidentiality in collecting and assessing key documentation for loan packages
- *Reporting* – Log and monitor all data collection into data sheets / database insuring completeness for reporting
- *Analytics and Interpretation* - Translate program data and research into compelling narratives for research reports
- *Presentations* - Create the first draft of Power Point and other presentations for the team
- *Workshop and Event Assistance* – Assist the team in the development, marketing, and execution of business related events and workshops
- *Minority and Women-owned Business Enterprise* – Provide back-office support to businesses in the construction, architectural and engineering fields regarding certification

The Business Services Team's Impact

Supporting hundreds of businesses each year, the specialty of the Business Services Group (BSG) is combining financing with technical assistance and support to maximize a businesses impact and longevity. Toward that end, the BSG Team works to:

- Promote and provide financing to entrepreneurs in Queens who cannot access traditional bank financing by administering a \$2 million revolving loan fund (CDFI)
- Make sure that well paying industrial and manufacturing businesses and jobs remain in NYC by facilitating a NYC assistance program for industrial businesses in Southern Queens (BSG has helped to create or retain nearly 1,000 jobs since its inception)
- Be a catalyst for the burgeoning restaurant and dining industry in Jamaica, by running a restaurant start-up loan program (with over \$500,000 in funds) to help attract great dining options to Downtown Jamaica
- Create a better retail environment in Downtown Jamaica by administering a NYC grant program for storefront improvements
- Connect minority / women owned businesses to growth opportunities

- Assist businesses of all sizes to help establish well-paying local jobs, thereby creating a sustainable path to a middle-class life for local residents

Benefits of Working Here

Learn first-hand the inner workings of an industry regarded economic development organization, with a highly respected team of professionals

Meaningful work at an organization that is at the forefront of major economic development projects within the City of New York, helping to coordinate over \$160 million of State and City investments and millions in additional private investments

Additionally, we are an equal opportunity employer currently offering the following added perks:

- Generous paid time off package (including vacation, sick, and holidays)
- Subsidized major medical health plan + dental/vision plan
- 403b retirement savings plan (with employer contribution)
- Commuter benefits/subsidized parking
- Health savings and dependent care accounts
- Tuition reimbursement

How to Apply

If you know you are the right candidate for this position, you should send the following to: hr@gjdc.org with the subject "Program Associate, Business Services":

- Your resume
- Your cover letter with salary requirements

Review of applications will begin immediately and will continue until the search process concludes. Recommendations of potential candidates are welcome. All recommendations, applications, and inquiries will be kept confidential.