



PITKIN AVENUE BUSINESS IMPROVEMENT DISTRICT
1572 PITKIN AVENUE - BROOKLYN, NY 11212
www.pitkinavenue.nyc

Brownsville Partnership

IMMEDIATE OPENING – Part Time: Planning and Event Associate

The Pitkin Avenue BID is seeking part time assistance to help with its urban planning initiatives and event coordination.

The Pitkin Avenue Business Improvement District (BID) is comprised of 16 blocks of Pitkin Avenue between Howard Avenue and Mother Gaston Blvd and extending along Rockaway Blvd between Glenmore and Belmont Avenues. The BID delivers services to our many merchants and owners and has a meaningful impact on our community by improving its quality of life.

Position

Under the direction of the Pitkin Avenue BID Executive Director and the Placemaking Manager of the Brownsville Partnership, the associate will play a significant role in programming events within the business improvement district and with the BID's community partners including scheduling, outreach, permitting and interagency coordination.

The position will be 15 hours per week, more hours and weekends required during event times. The position pays \$15.00 per hour and will start immediately.

Under supervision, job duties will include the following:

- Outreach to BID partners to discuss events, projects and programming
- Work with merchants to develop event programming and sponsorship
- Assist with developing promotional & press materials
- Assist with project management
- Physically set up and break down event spaces in collaboration with partners
- Assist the director as needed

Requirements: knowledge and understanding of a business improvement district / experience in analog & digital media outreach / database management experience / ability to carry out complicated tasks with minimal supervision / excellent communication skills / proficiency at MS Office and Adobe Suites / design experience a plus.

Deadline for application is September 26th

Send cover letter and resume to execdirector@pitkinavenue.nyc