

Flatiron/23rd Street Partnership
Position Description
May 2019

Position Title: Planning & Research Associate

Reporting To: Director - Planning, Streetscape & Capital Projects

Position Overview:

The Flatiron/23rd Street Partnership Business Improvement District (BID) is seeking a highly-motivated individual interested in urban planning, public space and streetscape management, economic development, and data analysis to bring their passion and technical chops to advance the BID's work. The Planning & Research Associate works on a diverse set of programs and initiatives related to the BID's operations, planning, public improvements, sanitation, and public safety programs, and is responsible for carrying out research and economic data reporting for the BID.

Work Performed:

Planning & Streetscape

- Conduct analysis of existing conditions and research best practices in public space management and placemaking
- Responsible for all data management, analysis, and mapping relating to Flatiron streetscapes and public spaces
- Prepare maps, graphics, and draft reports and presentations to internal and external groups, and develop written reports and briefings for the BID's Board of Directors
- Develop/administer pedestrian counts and observational studies of use of public spaces
- Perform weekly district surveys to identify public realm conditions, new business openings/closings, and update BID information accordingly
- Coordinate with City agencies, utilities, and property owners/managers on key initiatives
- Assist the Director with the competitive bidding and procurement process for core programs
- Assist the Director in the management of Flatiron Plaza concessions, activations, horticulture/landscaping, general upkeep, and capital projects

Research & Data Analysis

- Perform research, both in the field and utilizing various electronic and other resources, to identify and cull data for internal and external reporting.
- Collect and analyze an array of market and quality of life data to identify trends and produce reports on the district's economic competitiveness and the BID's program impact
- Create and manage the BID's building management and property assessment databases
- Complete necessary data entry, community outreach, best practices review, and research duties as needed
-

Flatiron/23rd Street Partnership
Position Description
May 2019

- Develop and maintain relationships with local stakeholders and attend select community meetings
- Support the Director and BID staff in the ideation, production, and execution small business speaker series and industry networking events

Office & Board Management

- Oversee general office administration including BID filing system, IT services, office supplies/equipment, and collateral distribution/tracking
- Support the Executive Director and Director in Board of Directors management, coordination of meeting agendas and minutes, and monthly/quarterly reports

Qualifications & Skills:

- Bachelor's Degree in urban studies, urban planning, economics, business or related field
- Must be highly organized and possess excellent oral and written communication skills
- Proficiency in Microsoft Office required, specifically Excel
- Experience with Adobe Creative Suite, and one or more geospatial platform (ArcGIS, CARTO, QGIS, etc.) for mapping and spatial analysis (preferred but not required)
- 1-3 years of experience in not-for-profit organizations, government, or related industries is preferred
- Attendance at periodic early morning meetings and evening meetings/events will be required
- Outside field work will be required, in addition to traditional office-based work
- Must be capable of collaborating as a productive and thoughtful member of a small team, while also being able to implement certain responsibilities in a largely independent manner
- Must possess an entrepreneurial and creative spirit and the ability to work in a dynamic environment
- Must have the utmost appreciation of and ability to handle a myriad of tasks, large and small, as required by staff members of a small organization

To Apply:

Interested candidates should send a cover letter and resume, as one PDF attachment, to the attention of Kurt Cavanaugh, Director of Planning, Streetscape & Capital Projects, at [kcavanaugh \[at\] flatirondistrict.nyc](mailto:kcavanaugh@flatirondistrict.nyc) with "Planning & Research Associate" in the subject line.

The closing date for applications is Friday, May 31.