



Tacony Community Development Corporation

Corridor Manager Job Posting

The Tacony Community Development Corporation is hiring a full-time Corridor Manager to assist with all aspects of improving the Torresdale Avenue commercial corridor and beyond. The Corridor Manager will be part of our award-winning revitalization organization and will work closely with the Executive Director and Board of Trustees to create and implement strategies that will activate the Tacony's commercial corridor, attract new businesses and improve the neighborhood.

Tacony is a unique neighborhood in Northeast Philadelphia known for its history, diversity, and active civic engagement. The Tacony CDC was formed by an all-volunteer group in 2000. Since 2011 it has been led by an Executive Director, Corridor Manager, and Board of Trustees. We are proud to promote economic development through historic preservation and community engagement.

The primary role of the Corridor Manager is to coordinate economic development activities, including marketing strategies, manage façade improvement and corridor cleaning programs, manage vendor contracts, support existing businesses, and attract new businesses. The candidate must have experience in community engagement, marketing, communications, design, and grant writing.

Additionally, the candidate will have a strong understanding of historic preservation and will work with the Tacony Civic Association and the Historic Society of Tacony, as well as local partners like the Tacony Library and Mural Arts Tacony LAB, to promote the neighborhood's rich historic character.

Core Responsibilities Include:

- Retain and attract businesses on the corridor by implementing our strategic planning goals and creating marketing materials for storefront improvement, security cameras, corridor clean up, and other grant programs.
- Conduct outreach and provide one-on-one assistance to businesses on the corridor in order to understand and evaluate their needs.
- Maintain and renew our digital business directory, list of available commercial properties for sale or lease, and historic homes for sale.
- Liaison between business owners, neighborhood volunteers, and City services like 311, Commerce Department, Streets Department, PECO, etc....
- Manage the corridor cleaning program contracts and reporting with Commerce Department
- Manage Storefront Improvement Projects and Business Security Cameras grant programs by coordinating with business owners and Commerce Department guidelines.
- Design and distribute monthly newsletters, marketing materials, and online content (such as social media and blog posts) that promote the CDC's activities and programs.
- Coordinate neighborhood activities like Third Thursdays, Small Business Saturdays, sidewalk sales, and other initiatives that increase foot traffic and promote safety on the corridor.
- Collaborate with consultants, designers, and planners on grants, strategies, and environmental improvements.

Competencies, Knowledge, Skills, and Abilities:

- Excellent written and verbal communications skills
- Time management skills and ability to work independently or collaboratively with a team.
- Knowledge of commercial corridor revitalization and historic preservation
- Strong data management and digital design and marketing skills
- Minority and female candidates strongly encouraged to apply.

Qualifications

- Bachelor's degree in communications, community development, urban planning, or relevant field, or equivalent work experience
- 2+ years of experience working directly with business owners preferred.
- Familiarity with Tacony history and neighborhood preferred.
- Strong commitment to equitable community development and social justice is required.
- Experience working with diverse groups required.

Compensation, Benefits, and Work Environment

- Salary: \$50,000/year
- Benefits: \$5000 stipend for health insurance of employee's choice, if necessary
- Twelve paid holidays, unlimited PTO.
- Schedule is full-time 40-hour workweek on-site working in the CDC's office in Tacony. Limited remote work possible with some evening and weekend hours required. Work hours are flexible depending on the needs of the job. The Tacony CDC believes in a healthy work-life balance.

Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Work is performed primarily in an office setting with some outdoor work required. The Corridor Manager is frequently required to stand and walk and perform door-to-door outreach. The Corridor Manager must occasionally lift up to 25 lbs.

Equal Opportunity

The TCDC is an Equal Opportunity Employer. The TCDC does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job-related disability or status as a veteran. Minority and female candidates are strongly encouraged to apply.

Application Process

Qualified applicants should submit a cover letter and resume (Word doc or PDF) electronically to: employment@taconycdc.org with the subject line “Corridor Manager Candidate.” No telephone inquiries, please. We will directly contact the candidates we wish to interview.

Application deadline

February 29th, 2024, 11:59pm