



BID Operations Manager

The Long Island City Partnership is seeking a qualified, full-time staff member to support the Director of BID Field Operations in tracking neighborhood conditions, delivering high quality services in the district, and planning and executing special projects.

Background and Company Information

LIC Partnership's mission is to advocate for economic development that benefits Long Island City's industrial, commercial, cultural, and residential sectors. The goal is to attract new businesses to LIC, retain those already here, welcome new residents and visitors, and promote a vibrant and authentic mixed-use community. More information can be found at licqns.com.

The LIC Partnership also operates the [Long Island City Business Improvement District](#) (LIC BID) which provides targeted services such as supplemental sanitation, marketing, and maintenance of capital improvements for the neighborhood's commercial core.

Job Description

The LIC BID contracts for supplemental sanitation and horticulture maintenance services, and performs on street outreach and visitor assistance services. The BID Operations Manager will help to manage these activities, while supporting our other efforts aimed at assisting the businesses and property owners in the BID, and strengthening and improving the whole area. Tasks include but are not limited to:

- Survey and track neighborhood conditions through daily district walks, documenting issues and following up with relevant city and state agencies to maintain the highest quality conditions in the area
- Interact regularly with business owners and property owners to receive feedback and increase engagement in the BID
- Support the planning and execution of initiatives and special projects to support district beautification and enhancement including landscaping in tree pits and parks, flower baskets, lighting, public art, volunteer initiatives, etc.
- Maintain operations metrics for presentation to the Board, Members, and Staff

Qualifications

Ideal candidate will possess an interest in community outreach and community economic development. S/he will have strong communication skills, good time management habits, and the ability to multi-task and sustain focus on multiple concurrent projects. The candidate will be outgoing, friendly, and customer service-oriented with an ability to work with a wide variety of constituents. S/he will have strong organization skills as well as proficiency with Microsoft Office, especially Excel. Candidate must be willing to attend to district matters in all weather conditions, and be available on evenings and weekends from time to time.

1 MetLife Plaza
27-01 Queens Plaza North, 9th Floor
Long Island City, NY 11101

P: 718-786-5300
F: 718-937-1799
www.licpartnership.org

BENEFITS:

Current benefits include: Paid vacation and sick days. Health insurance, with the option to add dental and vision insurance, as well as life insurance, and pre-tax flex spending.

PROFESSIONAL LEVEL:

Entry level

MINIMUM EDUCATION REQUIRED:

4-year degree

START DATE:

Immediate

TO APPLY:

Interested candidates should send their resume and a cover letter to bid@licpartnership.org with the subject line "BID Operations Manager."

LIC Partnership is an Equal Opportunity Employer and is committed to workplace diversity.