



North Quarter CIA Corridor Management

Job Summary

The North Quarter Corridor Improvement Authority (CIA) is looking for a part-time individual, organization or business to oversee the projects set forth by the North Quarter Corridor Improvement Authority Board. A yearly contract will provide an opportunity for the Corridor Manager to discuss and evaluate projects and support responsibilities.

To Apply

- Send your contract proposal via email, putting "North Quarter CIA Corridor Manager Position" in the subject line to hello@bestincreston.com.
- Be prepared to give an in-person presentation to the North Quarter Committee and/or North Quarter board as part of the application process.

Primary Responsibilities

These are the areas for which the Corridor Manager is the lead and is responsible for the execution:

MEETINGS

Assist with Monthly North Quarter Committee Meetings

- Coordinate and run the monthly committee meeting for the North Quarter CIA board
 - Establish committee leaders to run meetings as membership grows
- Take notes and relay information/recommendations to the city liaison to add to the North Quarter CIA monthly board meeting based on city agenda deadlines
- Assist with recruiting committee members

Assist with Monthly North Quarter CIA Board Meetings

- Follow city agenda deadlines and email the city board liaison relevant info needed for the monthly North Quarter CIA Board meeting. Relevant information includes:
 - Provide a monthly corridor manager report on project and outreach progress
 - Provide relevant committee recommendations along with meeting notes
 - Assist with recruiting board members

NORTH QUARTER CIA PROGRAMS

Manage the Facade Improvement Program Applications

- Meet with applicants as needed to assist them in their application process
 - The process is:
 1. Businesses Apply through the City of Grand Rapids Portal
 2. Applicant goes to NQ Committee for Review
 3. Board Reviews Committee Recommendation and Votes
 3. Applicant Completes Project

- 4. Applicant submits proof of project photos along with receipts to the city for reimbursement
- Serve as a liaison between the applicant and the City of Grand Rapids to ensure a smooth experience
- Reach out twice a month to North Quarter CIA businesses to provide information about this program and ensure awareness of this resource in the business district.
- Report monthly to the North Quarter CIA board detailing business outreach activities

BUSINESS DISTRICT PROMOTION

Coordinate with North Quarter CIA businesses to promote the business district through yearly district wide events.

- Duties include:
 - Coordinating promotion committee members
 - Leading promotion committee planning meetings for local business district events
 - Communicating event sponsorship requests from promotion committee meetings to the North Quarter CIA board
 - Act as fiduciary and distribute the vendor payments for business district promotional activity expenses as directed by the North Quarter CIA

CONTRACT MANAGEMENT

Manage communications for currently existing trash can maintenance contracts.

- Current tipping contracts:
 - 61st District Court Weekly Maintenance Contract
 - Follow up as needed with individual local business maintenance contracts as needed (part monetary/part hands-on commitments)

Manage the maintenance contract for North Quarter CIA benches

- Involves as needed cleaning and/or graffiti removal for benches
- Report damage and coordinate removal or replacement of benches with city if needed
- Provide a monthly report of all graffiti or damage reported to the North Quarter board

Manage communications with the contracted vendor for the bioretention island maintenance contract.

- Communicate with committee members and board members when contract is up for review/renewal and coordinate committee recommendations for board
- Check in monthly with the current contract vendor to ensure regular monthly work updates are communicated to the North Quarter CIA board
- Assist vendor in connecting with local organizations for volunteer clean up days as needed

MARKETING STRATEGY

Manage the general marketing and branding strategy for the North Quarter CIA

- Create and implement a marketing strategy with monthly deliverables for www.bestincreston.com and associated social media accounts

- Once a week, visit corridor businesses and let them know about resources available through this platform
- Provide monthly reports on deliverables and outreach activities to the North Quarter CIA board

RESEARCH

Research funding opportunities to supplement the North Quarter CIA maintenance budget.

- Report monthly to North Quarter CIA board on progress and available funding opportunities

REPORTING & MAINTENANCE

Graffiti removal and damage reporting for street furniture(trash cans, benches, bike repair station, bike racks)

- Provide a monthly report of all graffiti or damage reported to the North Quarter board
- Remove or coordinate removal of graffiti from trash cans within the North Quarter CIA mapped boundary
- Ensure timely reporting of any damaged street furniture and coordinate replacement or removal of item with necessary parties

General Skills

- Communication
 - Proficient in grammar and business writing
 - Comfortable with public speaking and presentations
 - Enjoys and is comfortable interacting regularly with others- is personable
 - Comfortable giving and receiving direction
- Technology
 - Experienced in use of Google Drive, Docs, Sheets and related apps in GSuite
 - Experience using project management software such as Teamwork, Asana, Monday or similar application
 - Ability to use basic website builders such as Squarespace, Wix, GoDaddy etc. (Wordpress and Ability to Code is a plus, but not required)
 - Experience using social media apps and scheduling tools
 - Ability to design graphics and create content
- Research
 - Strong ability to use internet search engines and understanding of how to use keywords when searching for project resources or information
- Organization
 - Ability to self-manage time and deadlines
 - Able to organize information from multiple sources into a succinct document or spreadsheet
 - Ability to give direction and support to people
- Reporting

- Familiar with the processes involved with reporting on project tasks, project status and priority setting to a board vs. a traditional employer.
- Comfortable reading / willing to learn how to read budget spreadsheets (basic understanding of balance sheets is recommended)
- Invoicing
 - Familiar with invoicing for contracted services

General Qualifications

For Individual Applicants, Local Organizations or Businesses

- Applicant must be local to Creston and reside or operate a business within the North Quarter Corridor Improvement Authority mapped boundaries *see attachment (required)
- Demonstrate capacity and project management structure available to manage the responsibilities listed for this role (required)
- Demonstrates the ability through past work experience to self-manage time and resources (required)
- Required High School Diploma or Equivalent + 1 year college or technical school minimum
- 1-2 years experience with community organizing (preferred)
- 1-2 years experience in working in a professional setting
- Valid Driver's License

Compensation

Compensation of \$25- \$32.71 / per hour

Schedule

Self-Managed Schedule

- Approximately 80 hours / per month
- Approximately 960 hours / per year

The North Quarter Corridor Improvement Authority is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.