



## Position Available Full-Time

- TITLE:** **Program Assistant for Program and Nonprofit Investments**
- COMPANY:** The Upper Manhattan Empowerment Zone Development Corporation (“UMEZ”) [www.umez.org](http://www.umez.org)  
**LOCATION:** 290 Lenox Avenue, Third Floor, New York, NY 10027
- REPORTS TO:** Senior Vice President for Program & Nonprofit Investments
- COMPANY BACKGROUND:** UMEZ is a private, not-for-profit corporation, whose mission is to revitalize Upper Manhattan's economy through business, institutional and workforce development investments. Significant resources are allocated through the Cultural Industry Investment Fund (CIIF), which engages in community building through a cultural and economic lens and a marketing of place that repositions Upper Manhattan as one of New York’s primary cultural districts. CIIF investments assist cultural organizations with capacity building, organizational development, and sustainability enhancement. UMEZ's Board of Directors includes local and city-wide leaders and is chaired by Mario Baeza.
- COMPANY PHILOSOPHY:** We need enthusiastic, mission-driven individuals who share our corporate philosophy: to challenge old thinking and pursue innovation, while creating a unique and fun place to work.
- RESPONSIBILITIES:**
- Serve as a liaison between board members and CIIF division staff, particularly through the management, scheduling and coordination of CIIF Committee meetings;
  - Confirm CIIF Committee attendance, and arrange for and distribute dial-in information;
  - Prepare and distribute proposals and other materials for Board and CIIF Committee meetings;
  - Record and generate CIIF Committee meeting minutes;
  - Schedule and coordinate site visits and external meetings for Committee and division staff, including travel plans as needed;
  - Schedule and coordinate all logistics for grantee convenings;
  - Oversee the Senior Vice President’s calendar and make appointments and travel arrangements;
  - Generate pro forma correspondence for review and signature;
  - Schedule internal CIIF division staff meetings;
  - Prepare, maintain, and update division database and project data in management systems;
  - Facilitate work flow by producing schedules and other reports;
  - Assist CIIF Program Officers with due diligence research;
  - Assist in preparation of internal and external presentations as needed;
  - Handle phone calls, supplies, and petty cash reimbursements for the division;
  - Conduct research and gather materials for other division initiatives;
  - Provide general administrative support and additional tasks for the department as needed.
- BACKGROUND AND EXPERIENCE:**
- One or two years of administrative experience in the nonprofit arts sector, economic/community development, or similar areas;
  - Excellent interpersonal and communication skills (oral and written);
  - Meticulous eye for detail, format, and accuracy;
  - Strong knowledge of Microsoft Office (MS Word, MS Excel, Outlook, PowerPoint);
  - Undergraduate degree required;
  - Community residence and/or familiarity with Upper Manhattan community preferred.
- PERSONAL CHARACTERISTICS:** The ideal candidate is:
- An energetic and resourceful person with a strong interest in community engagement;
  - A self starter; a team player; a strategic thinker; a creative problem solver.
- SALARY:** \$35,000-\$40,000 depending on experience.
- TO APPLY** Submit resume and cover letter to Verdery Roosevelt, SVP for Program & Nonprofit Investments, via e-mail ([culture@umez.org](mailto:culture@umez.org); include your name and ‘CIIF Program Assistant’ in the subject line), fax (212-410-9083) or U.S. mail (290 Lenox Avenue, NY, NY 10027). No phone inquiries, please.