



### ***Background***

The Bloomfield Development Corporation (BDC) is a 501(c)3 nonprofit organization that exists to support, promote, and enhance Bloomfield. BDC envisions an inclusive and attractive Bloomfield with a rich history and a flourishing business district. Operating under the values of acceptance, stewardship, livability, and fairness, BDC works to create residential equity and stability, to support and enhance the business district, and to facilitate residential and commercial property development. BDC is seeking a Program Coordinator to execute the year-round Bloomfield Saturday Market.

### ***Responsibilities***

The Program Coordinator works full-time as part of the BDC Bloomfield Saturday Market program and reports to the Executive Director. They work in Bloomfield to execute the successful Bloomfield Saturday Market with the goal of creating a community gathering place, supporting entrepreneurs, drawing visitors into our business district, and providing an important platform in which to market Bloomfield's small businesses. They will connect the market to BDC's mission and the larger community with an understanding of the local food system in which they operate, and will advocate for improvements to that system. Further, the market coordinator ensures open lines of communication between all stakeholders, curates high-quality entertainment and educational programming, creates and sustains mechanisms for residential support, creates important connections to Bloomfield's business district, and ensures that visitors have a fun and safe experience.

As time allows, the Coordinator will also work on other projects related to Bloomfield's small businesses in partnership with the Small Business Support Coordinator, and supporting the Fundraising Committee's work as needed at intervals throughout the year.

### ***Education and Experience***

A Bachelor's Degree in a related field with 1-3 years' experience, or the equivalent combination of education and/or related experience. Experience in community development, local food systems, fundraising and/or special events preferred.

### ***Major Tasks and Activities***

#### *Project Execution*

- Creating connections with the surrounding community, including the business district and civic and non-profit groups
- Managing all vendors while creating healthy and effective lines of communication, making sure they feel heard and understood, finding appropriate compromises and resolutions
- Event logistics including recruiting and processing new vendors, data collection and retention, and coordinating other services
- Fundraising activity to include assisting in securing sponsorships and with fundraising campaigns
- Scheduling market education and entertainment, including but not limited to children's activities, city service/safety providers, cooking demonstrations, fitness classes, and for- and non-profit groups
- Event promotion and advertising, both print and digital
- Coordinating the Fresh Access and Health Bucks programs, including data collection and reporting
- Volunteer recruitment, tracking, and coordination

- Understanding the local food system and assisting in advocacy to improve that system in which the Saturday Market exists
- Lending knowledge and support to other markets in order to strengthen the greater Pittsburgh farmers market system
- Responding quickly to changing outside factors such as Covid 19

#### *Project Coordination*

- Establish and conduct regular meeting and communication schedule with BDC staff
- Continue regular meetings with and between vendors, sponsors, and other stakeholders as necessary
- Establish a project work plan and schedule of activities with benchmarks
- Develop and distribute outreach materials for services provided
- Produce reports and track metrics
- Contribute meaningfully to the Market Manager Network and engage regularly with BDC's Business District Committee

#### *Project Accountability*

- Establish and conduct regular meetings and communications with BDC Executive Director, BDC board of directors, sponsors, and other stakeholders
- Provide monthly or more frequent, as needed, reporting to Executive Director, BDC's Finance Manager and various other market stakeholders
- Utilize processes for tracking project activity, outreach, and volunteer engagement as directed
- Other duties as assigned

#### *Knowledge, Skills, and Abilities*

- Ability to work with a diverse community and prioritize BIPOC & LGBTQIA+ inclusion in all facets of work
- Clear communication and writing skills
- Excellent interpersonal skills
- Knowledge of writing for various media
- Strong understanding of social media
- Strong organizational skills
- Ability to simultaneously and effectively manage multiple projects in a fast-paced environment
- Superior conduct and attitudes of professionalism
- Ability to adhere to deadlines and established benchmarks
- Ability to meet performance expectations while working remotely
- Proficiency with graphic design software and Wordpress a plus

#### *Personal Characteristics and Traits*

- Flexible and adaptable to change
- Sets high goals and standards of performance for self
- Maintains and promotes social, ethical, and organizing norms in conducting internal and external business activities
- Commitment to self-evaluation and professional growth
- Self-motivated and unafraid to demonstrate initiative
- Sense of humor



**Bloomfield Development Corporation**  
**Job Description**  
*Program Coordinator*  
*Bloomfield Development Corporation*

This is a full-time, year-round, paying a salary of \$41,600. This position requires Saturday work and includes occasional evening hours. This position involves repetitive lifting of up to 50 pounds, standing and walking for extended periods, crouching and bending, and working outside in variable weather conditions. Reliable transportation is needed.

BDC is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, familial status, gender, disability or any other characteristic protected by law.

***To apply, please send a cover letter and resume, emailed to [christina@bloomfieldpgh.org](mailto:christina@bloomfieldpgh.org).***