

Position Title: West Side Bazaar Program Coordinator

FLSA Status: Full-time

Starting Salary: \$22-24/hr (*depending on experience*)

Work Schedule: Tuesdays – Saturdays (*ideally 11am – 7pm; limited flexibility*)

Benefits: Once eligible, 3% match for Individual Retirement Account and 15 days paid time off. For full-time and part-time, 10 paid holidays, two paid half days.

Supervisor's Title: Economic Development Director

Location: Buffalo, NY

Organization Mission: WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Website: www.wedibuffalo.org

Organization Overview:

Founded in 2006 by members of the Westminster Presbyterian Church to improve the quality of life for residents of Buffalo's West Side, WEDI (the Westminster Economic Development Initiative) has two focus areas — Education and Economic Development — and numerous programs across both departments. This dual focus makes WEDI unique among its peers.

With a passionate and diverse staff, WEDI is well-equipped to realize its vision that all residents of Western New York can succeed and thrive in a culturally inclusive community.

Position Summary:

WEDI's West Side Bazaar (WSB) Program Coordinator is responsible for the delivery of technical assistance (TA) to owners engaged in our business incubation program. Key responsibilities also include supporting efforts in the development of policy and practices relevant to the program, as well as reporting and project requirements.

The position is expected to be on-site at our West Side Bazaar (WSB) facility, with limited "work-from-home" hours. Hours will be flexible to allow for participation in WSB/WEDI events and other relevant opportunities.

VISION

All residents of Western New York can succeed and thrive in a culturally inclusive community.

MISSION

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Essential Functions and Responsibilities:

Business Incubation Program

- Promote the success of business owners engaged in WEDI's business incubation program at the West Side Bazaar (WSB) and other program locations.
- Work with all owners to formalize plans for success, with the aim of "graduating" each owner from the program within a three-year timeframe.
- Regularly communicate with all owners to ensure program effectiveness, address questions and concerns, and foster a supportive environment.
- Create and maintain applications, checklists, and documents that support the onboarding, progress tracking, and graduation of owners from the business incubation program.
- Work with relevant staff to review WSB applicants. Maintain contact with any waitlisted or pending applicants by providing regular updates related to the program.
- Assist in the development and implementation of technical assistance (TA) courses, mentoring, coaching, and other services relevant to the program.

West Side Bazaar Marketing, Operations, and Development

- Coordinate the participation of owners at the WSB in WEDI-led revenue generating catering and events services.
- Maintain constant awareness of events and offerings at the WSB.
- Work with owners and relevant staff to promote collaborative relationships with WSB/WEDI partners, customers, and the media.

General

- Maintain an understanding of WEDI's programs and upcoming events & opportunities for business owners & community members.
- Participate in WEDI staff events and related team-building activities.

Preferred Qualifications:

- Experience operating a restaurant or retail store in the City of Buffalo (or similar environment).
- Demonstrated ability to communicate effectively with a wide range of audiences. Ability to arbitrate effectively.
- Basic understanding of the WNY small business ecosystem and local small business service providers.
- Very organized, detail-oriented, with strong database and Excel skills.
- Demonstrated self-starter who goes beyond the job description to make sure goals are achieved.
- Flexible schedule to help meet coverage needs and WSB/WEDI events.
- Fluency in other languages is preferred.

Physical Demands:

- Must be able to sit or stand for long periods of time. Exert up to 50lbs. by pushing, pulling, or lifting.
- Regular travel to events by car, walking, or public transportation.
- Viewing a computer monitor for long periods of time. Frequent alpha/numeric keyboarding.
- Able to talk/hear and communicate with others – with or without reasonable accommodation.

Organizational Policy/Procedure Compliance:

- Follow all organizational policies and procedures as well as local, state, and federal laws.
- WEDI does not tolerate sexually, violently, or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to personnel action up to and including immediate termination. Such actions must be reported to the supervisor immediately.
- Always maintain confidentiality of organizational records and information.

We are looking for people who share our community-driven vision.

If you are interested in applying, please send a resume *and* cover letter to jobs@wedibuffalo.org. We look forward to hearing from you!

This position is anticipated to start – **Tuesday, May 20th** (*flexible start date*)