

Please send resume and three work-related references to biz@chinatownfresno.org

Community Development Coordinator

INTRODUCTION

The Chinatown Fresno Foundation is a nonprofit community benefit corporation dedicated to creating one voice for the stakeholders of Chinatown Fresno. Through our work, we unite our community, honor our history, strengthen business and property assets, and build vibrancy in the neighborhood. The Chinatown Fresno Foundation is an equal opportunity employer. We are dedicated to equity, diversity and inclusion and are committed to providing a workplace that is free from discrimination and harassment.

OVERVIEW

The Community Development Coordinator is a vital part of our team. They will spearhead economic development initiatives and provide assistance, resources, and training to help businesses thrive and contribute to the economic vitality of the Chinatown Fresno neighborhood. Getting to know the neighborhood is a crucial first step, followed by identifying issues and working together with the team to find solutions. If the team includes outreach interns, they will be responsible for that oversight.

This is a full-time position that requires flexibility, with initial work conducted Tuesday through Saturday, 8 am to 3 pm. English and Spanish fluency required.

JOB KNOWLEDGE AND SKILLS

- ❖ Proven experience in business strategy and economic trends
- ❖ Excellent communication skills with the ability to engage diverse stakeholders and articulate concepts in a clear and compelling manner
- ❖ Commitment to equity, diversity, and inclusion in all aspects of the work
- ❖ Fluency (both written and spoken) in both Spanish and English
- ❖ Proficiency in data analysis, research methodologies and report writing
- ❖ Real estate experience is preferred
- ❖ Proven results in strategic thinking, problem-solving abilities, organizational skills and a proactive approach to achieving results
- ❖ Ability to
 - function productively with minimal supervision
 - coordinate complex projects
 - maintain confidentiality in all matters
 - learn new tasks and information

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DUTIES AND RESPONSIBILITIES

The duties will encompass a variety of tasks and require flexibility. Responsibilities will be determined by the Director and may change depending on project priorities. They may include the following:

- ❖ Community Engagement
 - Develop a strong understanding of the Chinatown Fresno neighborhood including its history,
 - Connect with community members to understand their concerns, needs and goals using various channels such as direct contact, social media, forums and meetings
 - Create compelling written content for newsletters, blog posts, social media updates and press releases
- ❖ Business Retention
 - Engage with Chinatown business owners to understand their concerns and be able to advocate on their behalf
 - Lead the development of a work plan to identify and address business challenges
 - Support the stabilization and expansion of existing businesses through training, workshops and technical assistance
 - Collaborate with community partners to offer workshops, training sessions and network events
 - Monitor economic trends and industry developments to anticipate changing market conditions
- ❖ Business Recruitment
 - Inventory Chinatown buildings to locate and document vacancies
 - Identify industries and businesses that align with Chinatown's neighborhood planning
 - Create a marketing campaign with accompanying materials to attract prospective businesses and investors to the area
 - Connect with local and regional stakeholders to promote Chinatown as an attractive location for business investment
 - Facilitate site visits and meetings pairing potential investors and businesses with Chinatown property owners
- ❖ Data Analysis and Reporting
 - Collect, analyze and interpret data related to economic indicators, business performance and market trends to inform decision-making
 - Manage business owner database
 - Measure effectiveness of economic development efforts
 - Prepare reports, presentations and recommendations for stakeholders highlighting key findings, successes and areas for improvement
- ❖ Other duties as assigned by the Director