



INVEST NEWARK

JOB POSTING: UEZ Coordinator at Invest Newark **DIVISION: Business Development**

Job Description

The role of the Invest Newark UEZ Coordinator entails the oversight of the City of Newark's UEZ Program and operates under the supervision of the Chief Business Development Officer. The ideal candidate for this position should demonstrate a high level of attention to detail, creativity, and self-motivation. The responsibilities encompass engagement with local businesses, business recruitment, and the research, composition, submission, and management of UEZ-funded projects and programs. These initiatives may include, but are not limited to, revolving loan funds, the redevelopment/revitalization of buildings, beautification projects, promotions, and similar endeavors aimed at economic growth, revitalization, and job creation, particularly within Newark's corridors and business districts. The UEZ Coordinator will work under the direction of the Chief Business Development Officer.

Essential Duties and Responsibilities:

The following duties are representative of the work required for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Become familiar and knowledgeable as to the New Jersey Urban Enterprise Zone statutes, laws, regulations and policies
- Become familiar with SAGE program used for the submission and reporting on UEZ projects
- Attend in-person or virtual meetings with State UEZ officials and other UEZ coordinators from around the State of New Jersey.
- Ability to maintain flexible work hours; NOTE the position may call for attendance/participation in occasional weekend or early evening activities and the selected candidate would be expected to adjust weekly work schedule to accommodate
- Promote the Urban Enterprise Zone Program to businesses within the zone that are uncertified, assist these uncertified businesses to become certified, assist certified businesses as required
- Provide project management for UEZ-funded projects citywide
- Coordinate and collaborate with other nonprofit groups and organization within the Newark community including business improvement districts
- Participate in the planning and execution of various programs and initiatives centered on the revitalization of corridors within the Urban Enterprise Zone
- Research, write, and administer UEZ-funded projects and grants for City-approved projects.

Required Qualifications:

- Bachelor's Degree or Higher
- Possess a NJ Driver's License
- Experience with grant writing and grant portals
- Experience with program and project management
- Bi-lingual Spanish/English Fluency preferred

Knowledge, Skills, and Abilities:

- The UEZ Program Coordinator must be knowledgeable of the following principles, procedures, and concepts:
- UEZ-related legislation, program rules, policies, requirements, and incentives
- Considerable knowledge of the challenges facing small downtowns, merchants, and retail sector as well as evolving strategies for revitalization and how UEZ funds and incentives can support and sustain revitalization.
- Considerable knowledge of grants; researching, writing, administering, reporting
- Considerable project management experience
- Ability to speak to diverse groups of people within the community.
- Ability to establish and maintain effective working relationships with City Officials, City employees, local businesses, and community groups

About Invest Newark

MISSION STATEMENT

Invest Newark propels the city's strong and diverse economy, builds vibrant communities, and creates opportunities for all Newarkers.

“TO ADVANCE NEWARK’S GLOBAL COMPETITIVENESS BY GROWING A STRONG ECONOMY, BUILDING VIBRANT COMMUNITIES, AND INCREASING ECONOMIC PROSPERITY FOR ALL NEWARKERS.”

VISION STATEMENT

We are a dedicated team of expert planners, economists, and innovators who are driven to ensure all Newarkers have the resources to thrive. Invest Newark is not a typical development agency: we go above and beyond to support small and minority-owned businesses, invest in world-class internet service, and maintain an intense focus on sustainability.

“A CATALYTIC WORLD-CLASS ECONOMIC DEVELOPMENT ORGANIZATION THAT CONSISTENTLY WORKS TO PRODUCE AND SUSTAIN ECONOMIC GROWTH, GENERATE JOBS, AND CREATE WEALTH FOR THE CITIZENS OF NEWARK.”

Invest Newark is an equal opportunity employer.