

CITY OF EAST PROVIDENCE EMPLOYMENT OPPORTUNITY



ARPA PROJECT MANAGER

**Pay Range \$40,000- \$50,000 Annually - 25 Hours Week – No Benefits
Temporary, Part-Time Position Based on Available ARPA Funding**

Under the general direction of the Director of Planning and Economic Development, this position is to assist the City in developing policies and managing programs that will focus on investment of American Rescue Plan Act of 2021 (ARPA) funds in strategic low- to moderate-income census tracts, increase financial support for small businesses, revitalize Main Street corridors through placemaking efforts including a storefront improvement program.

DUTIES & RESPONSIBILITIES:

- Identify properties within the City to serve as incubator space for startup businesses.
- Work with local residents and businesses to create an inclusive community of entrepreneurs to jumpstart and cultivate thriving small businesses.
- Oversee the management and build-out of a shared workspace.
- Serve as liaison to the business community to promote the cooperative workspace.
- Recruit food- and arts-based startups to the incubator community to commercial corridors located in the city.
- Assist the city in developing promotional events to attract visitors to East Providence. These events will include recurring events as well as “pop-up” venues.
- Design marketing campaigns, signage graphics and other elements to create a sense of place and community identity.
- Manage the City of East Providence Storefront/Facade Improvement program

MINIMUM QUALIFICATIONS:

- I. Background in community development
- II. Experience in small business development
- III. Experience in marketing and strategic planning
- IV. Familiarity with Adobe, Excel
- V. Strong knowledge and ability to compile reports to share at public meetings
- VI. Demonstrable experience in public speaking

EXAMINATION WEIGHT

Oral 100 %

Please apply online:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&ccId=19000101_000001&type=JS&lang=en_US



Application and resume must be submitted no later than Wednesday, May 18, 2022 at 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

POSTED: 05/04/2022