



Westside Development Corporation

The mission of the Westside Development Corporation (WDC) is to foster economic development, create viable urban communities, and preserve the character of the Westside.

Program Coordinator

The Westside Development Corporation (WDC) was founded in 2006 by the City of San Antonio Council and Mayor to address long-term economic development concerns in the inner Westside of San Antonio, an area where 93% of the population is Hispanic and/or Latino. Concerns include gaps in goods and available services, high unemployment rate, and low per capita income. The organization is committed to implementing initiatives that protect and preserve the culture and history but also create a viable, sustainable and thriving urban community.

The WDC is a dynamic high-paced environment. Staff should be flexible and dedicated in their work, understanding that the expectations of quality work are steady though the tasks at hand often change. There is an expectation that the individual has a high-level of decision-making abilities and that they take initiative to drive projects and are committed to assisting team members. The position requires professional, polite, and attentive communication and the individual must be prepared and responsive in the face of a challenging workload.

The WDC office is located at 603 SW 41st, San Antonio, TX 78237. It is expected that the individual spends a majority of working hours in the office with a willingness to regularly travel within San Antonio for off-site business and/or community meetings. This position is full-time 40 hours per week.

WDC's current programming includes:

- Business Loan & Grant Program
- Westside Business Alliance
- SAHA Blueridge Community Safety & Engagement
- Various programs that promote culture, community, and education

Job Purpose

The **Program Coordinator** will assist with the planning and coordination of WDC's program initiatives, to include community outreach and development of outreach collateral, research, expense tracking, and database management. The program coordinator will also assist with the development of policies and procedures.

The qualified candidate will possess overall economic and community development experience as well as knowledge of small business practices. This is a combined position that also encompasses coordination of the Westside Business Alliance as well as general program support of WDC's programming initiatives.

Primarily, the program coordinator will oversee the implementation of the Westside Business Alliance which will be under the general guidance and supervision of the President & CEO and senior program staff but will regularly collaborate with office staff. This position coordinates diverse communication with business owners and must be an experience and organized leader, with excellent people skills, business acumen and exemplary work ethics.

In this role, the program coordinator will support the formation of small business alliances along major corridors in the Westside. A key objective is to outline strategies that will help each alliance to identify and resolve common problems such as street and sidewalk maintenance, traffic safety, drainage, alley, easement, utility, waste management, public safety and vagrancy issues. The program coordinator will also identify and support potential corridor development opportunities and common marketing campaigns.

Responsibilities

- Engage and empower members of underrepresented communities
- Conduct outreach via block-walking, personal meetings, email, and phone calls
- Maintain a database of current program contacts and resources
- Establish and maintain relationship with key stakeholders, to include stakeholders along business corridors in the Westside
- Identify effective advocacy strategies for business owners
- Meet for one-on-one consultations with business owners
- Coordinate the development, planning, and facilitation of community meetings and/or community/economic development workshops
- Gather and analyze community feedback to evaluate delivery and effectiveness.
- Coordinate a walking inventory of 10 Westside corridors to include type of business, parking lots, open space, vacant storefronts and vacant lots.
- Research future development opportunities for business corridors
- Track programmatic expenses
- Assist with updating and maintaining website
- Work with social media and media relations consultants to assist them with carrying out the mission and vision of WDC
- Assist with answering calls, responding to email inquiries, proofreading documents, and managing calendar events as needed
- Develop working knowledge of Westside history, culture, and political climate
- Identify and stay abreast of current and emerging trends in community & economic development
- Develop a good understanding of institutional history, programs and needs of the WDC and their constituents.
- Other related duties as assigned

Qualifications & Skills

- BSc/BA in Business Administration or relevant field; MSc/MBA is a plus
- Minimum of two years' related nonprofit or government experience preferred
- Working knowledge of MS Office

- Demonstrable competency in community outreach and economic development
- Ability to communicate effectively with individuals and groups regarding complex or controversial public policy issues or service as well as establishing and maintaining effective working relations with elected officials, staff and the community.
- Excellent interpersonal and organizational abilities
- Aptitude in decision-making and problem-solving
- Strong organizational ability, attention to detail, accuracy of work products, and proficiency in prioritizing work assignments.
- Ability to work independently and with team members while respectfully managing differences, opposing perspectives, opinions, and interests.
- Ability to write clear and concise proposals, reports and correspondence.
- Establish methods of collecting, organizing and presenting data and information.
- Basic filing and record keeping methods and procedures.
- Entrepreneurial and meeting facilitation experience a plus
- Bilingual preferred

Physical Requirements

- Able to safely lift or carry items weighing up to 40 pounds.
- Able to walk up and down stairs.
- Requires some outdoor work, frequent standing and sitting throughout the day.

Other Requirements

- Must be able to work some weekend and evenings in order to best reach the community.
- Must be able to attend work related community meetings
- Valid driver's license and vehicle
- Use of own car is necessary for outreach in the community (mileage reimbursable at IRS rate).

Work Environment

- Regular Schedule: Monday – Friday, 8am – 5pm
- Schedule Flexibility: Occasional hours outside of regular schedule to include early morning, evening, or weekends based on duties.
- Supervisory Duties: No

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WDC is an Equal Opportunity Employer.

WDC operates as a 501(c)(3) and city delegate agency, receiving funds from the City of San Antonio, financial institutions, private foundations and individual donors to carry out

its mission.

