



## Flatbush Central Market Coordinator

### AGENCY DESCRIPTION

[Urbane](#) is a community development venture and certified MBE. Founded in 2008, with offices in New York City and Philadelphia, Urbane builds the infrastructure that catalyzes community wealth. We center on strengthening community anchors through a multi-disciplinary approach - research and analytics, business and development advisory services, and place-based investing aimed at generating long term prosperity and community wealth creation. We envision neighborhoods that are defined by their strengths and experienced as places of opportunity and innovation, building bridges toward an equitable distribution of wealth and power by fostering community-driven solutions.

[Flatbush Central](#) is a Caribbean-themed marketplace and business incubator/accelerator featuring 30+ vendors of food, fashion, home goods, crafts and more. The original market, formerly known as Flatbush Caton Market (FCM), was established in 2000 as a haven for local street vendors to operate their micro enterprises in a supportive space. Since its founding, FCM has served as a key commercial and cultural institution in Flatbush, connecting entrepreneurs to financial and technical resources needed to formalize and grow their businesses. In 2015, Urbane was selected to redevelop FCM, preserving the market's cultural roots and ensuring the continuity of legacy businesses. The resulting project, Flatbush Central, includes a rebuilt market space for legacy vendors; new food hall, bars and test kitchen; the Mangrove™ Accelerator, a comprehensive business incubator/accelerator with a shared commercial kitchen, a body care production lab, and design studio; and a public plaza – all co-located with Caton Flats, a 255-unit affordable housing development. This combined infrastructure will serve as a small business development hub and a connector to the broader ecosystem of business supports and market opportunities across NYC.

Flatbush Central Caribbean Marketplace is seeking a Market Coordinator to assist with the operations of the Caribbean themed multi-vendor marketplace.

**JOB TITLE:** Flatbush Central Market Coordinator

**STATUS:** Full Time - 35 hours/week (might vary slightly depending on projects)

**LOCATION:** Brooklyn, NY (with some remote work)

**REPORTS TO:** Flatbush Central General Manager

## **JOB RESPONSIBILITIES**

### **CULTIVATING VENDOR AND PARTNER RELATIONS**

- Interface daily with vendors to interpret their needs. Ensure overall high-quality customer service for tenants, including work orders and tenant requests; ensure tenant problems and concerns have been addressed by members of the team in a timely and satisfactory manner.
- Facilitate vendor communication and uphold market procedures and policies
- Prioritize and action service requests, questions, and complaints from residents in an expeditious manner with clear lines of communication and prudent follow-up.
- Promote rapport with tenants and building staff

### **FACILITY MANAGEMENT**

- Perform property and vendor booth inspections
- Ensure building and vendors are in compliance with all required city, state, and federal ordinances

### **MARKETING & EVENTS**

- Assist with event schedules and programming calendars
- Identify and recruit speakers, partners and instructors for events and activations
- Promote and support retail-driven programming and strategies
- Coordination with design teams to produce marketing collateral
- Responsible for execution and oversight of events
- Participate in Flatbush Central events, which may include weekends and evenings

### **LEASING AND TENANTING**

- Steer tenant recruitment process and assist in the leasing of vacant retail and programming spaces.
- Support senior management to ensure all lease documentation and tenant files are accurate and compliant with applicable statutory regulations and requirements

## **KNOWLEDGE, SKILLS, AND EXPERIENCE**

- Ability to work in a standing position for extended periods of time (8+ hours)
- Ability to work in a highly physical environment, including the ability to lift 50 pounds
- Capable of setting priorities, planning, organizing, delegating, and controlling processes
- Working knowledge of MS Office/Teams, Point-of-Sales systems, and open to learning new systems and software as needed
- Entrepreneurial self-starter who takes complete ownership of their work performance
- Excellent verbal and written communication skills, able to explain just about anything to anyone and comfortable communicating regularly with staff, vendors, and guests
- Excellent organizational skills and attention to detail, able to manage multiple projects
- Excellent time management skills with a proven ability to meet deadlines
- Enthusiastic about building relationships and embracing change
- Capable of working in a team and stepping outside the job role to assist in other roles

## **SCHEDULE**

The schedule has variable hours – no more than 35 hours per week. Shifts are available Sundays through Saturdays and will require a combination of early morning, late evenings, and weekend hours.

## **SALARY AND BENEFITS**

\$40,000, commensurate with experience and skill level.

Urbane believes great benefits make great work possible. Benefits include medical, dental and vision insurance, 401(k), and generous vacation/PTO offerings. Urbane invests up to \$1,500/employee/year in professional development and personal growth.

## **TO APPLY FOR THIS POSITION:**

- To apply, please email [info@urbane-dev.com](mailto:info@urbane-dev.com) with “Market Coordinator” in the subject line along with your current resume, a brief cover letter/email, and individual example(s) of past work product that is deemed shareable and demonstrates professional and technical competencies. Please note any additional language abilities and level of proficiency/fluency if not readily apparent from your resume.
- Please name all files sent to Urbane beginning with your first and last name (or preferred naming conventions) for easy identification.
- The application is a multi-step process, inclusive of three rounds of interviews with multiple Urbane team members.
- Due to the volume of applications and a small (but mighty!) Team, we are unable to respond to all inquiries.

*Employment is contingent upon successfully passing a background check which includes references from previous employers. Urbane Development Group LTD, is an equal opportunity employer which recruits, hires, trains, and promotes personnel for all job titles without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, genetic information, veteran status, or any other status protected under local, state, or federal laws.*