



Program Manager (Economic Development)

Union Settlement Association, Inc.

New York, NY 10029

Other

Full-time

Onsite

\$70,000 - \$70,000 a year

Posted on March 6, 2026

Organization Statement

Organizational Summary

Union Settlement is an East Harlem based nonprofit organization founded in 1895. For 128 years, Union Settlement has provided critical and innovative programming to children, youth, families, and older adults. As a pioneer of the settlement house movement, Union Settlement continues to meet the needs of the ever-changing East Harlem community through its core programs. Through these programs, New Yorkers gain opportunities, develop skills, and become empowered to pursue and achieve their dreams.

Today, Union Settlement provides services through 33 program sites in approximately 28 locations. Union Settlement's current programmatic portfolio includes 8 core program areas: Early Childhood Education, Youth Services (including after school programs), Family Services (including the Family Enrichment Center and the Family Childcare Network), the East Harlem Community Partnership, Adult Education, Mental Health Services, Older Adult Centers, and Economic Development. Union Settlement serves more than 10,000 individuals and nearly 1,000 businesses every year.

Strengthened by a dynamic, diverse, and collaborative workforce of more than 350 employees, Union Settlement also serves as a connector, convener, and advocate for East Harlem and its partners. To learn more about Union Settlement, visit www.unionsettlement.org

Job Description

Position: Program Manager

Department: Economic Development

Reports to: Chief Program and Community Impact Officer

Hours: Full-time (35 hours weekly)

Salary: \$70,000

FLSA: Exempt

Location: On-site, with the potential for some remote work

Position Summary:

Union Settlement's Economic Development Department is seeking a hardworking, energetic and committed individual, with a capacity to work both independently and in a team environment. This individual will work closely within a team to develop ideas, programming, and solutions that act as a catalyst in developing equitable community wealth. By advocating and supporting small businesses and collaborating with local stakeholders this individual will support the team in creating a self-sustainable ecosystem that is driven towards greater financial health outcomes and aims to ultimately end generational poverty in East Harlem.

Responsibilities

Program Manager Responsibilities

- Assist the Chief Program and Community Impact Officer with the following:
- Design, implement, and monitor the success of economic development programs such as business attraction, small business assistance, commercial revitalization, business retention, and district marketing.
- Create surveys, collect, analyze, and report data received to improve programming.
- Prepare presentations to small businesses and other community stakeholders.
- Develop and maintain partnerships with local elected officials, anchor institutions, and other stakeholders.
- Coordinate, prepare and implement all economic development events, workshops, and activities.

- Preparation of progress reports for internal and external use.
- Provide technical assistance to small business owners to improve profitability.
- Prepare written and oral reports.
- Prepare and host community events.
- Attend community meetings/events on behalf of the department
- Work closely and collaboratively with other community groups and alliances.
- Assist in other duties and projects assigned by the Chief Program and Community Impact Officer.

Qualifications

Qualifications:

- English/Spanish bilingual.
- BA/BS degree and 3 years' experience working with businesses preferred.
- Community organizing experience preferred.
- Strong oral, written, organization, and problem-solving skills.
- Ability to make oral presentations to community stakeholders and officials.
- Working collaboratively with local governments and partners.
- Ability to manage multiple tasks.
- Proficient computer skills, including proficiency in Word and Excel.
- Demonstrating active listening and interpersonal skills.
- Requires problem solving skills, and independent judgment.
- Special events require working hours during the evening and/or weekends.
- Interpersonal skills in a group setting or in a one-to-one situation.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Please apply using the following link: [Current Openings | Recruitment](#)

Additional Information

CORE COMPETENCIES

- **Leading Others:** Creates a sense of urgency throughout the organization on the importance of achieving outcomes. Inspires, influences, and enables team members to reach their goals
- **Facilitating Change:** Approaches challenges with creativity and flexibility. Demonstrates analytical thinking. Guides change to meet Union Settlement's goals.
- **Managing Performance:** Evaluates and revises goals semi-annually with the team. Provides consistent supervision and documents performance highlights and concerns
- **Applying and Developing Expertise:** Embraces and leads the team to achieve milestones. Seeks and supports professional development opportunities for team members. Manages finances and budgets effectively
- **Communicating and Collaborating:** Listens well and actively engages with others with honesty and integrity and holds team accountable to the same standard

Union Settlement's Diversity, Equity & Inclusion Commitment

Union Settlement is an equal opportunity employer. They do not discriminate on the basis of race, color, religion, marital status, age, national origin, physical or mental disability, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.