



Hudson Square
Business Improvement
District

Hudson Square Business Improvement District Planning Associate

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Cass Calder Smith Architecture +
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Mayor Eric Adams
Comptroller Brad Lander
Borough President Mark D. Levine
Council Member Erik Bottcher

Samara Karasyk
President + CEO

About the BID

The Hudson Square Business Improvement District (HSBID) is a New York City not-for-profit organization. Our general purpose is to enhance the quality of life for the people who work in the Hudson Square neighborhood, and create a socially, environmentally and economically sustainable community. Hudson Square is nestled among the densely populated neighborhoods of Soho, the West Village and Tribeca. In the last two decades, it has become one of NYC's Creative Districts, boasting a daytime population of 60,000+ people working in more than 1,000 firms in creative sectors ranging from technology, advertising, media, communications and other cutting-edge industries. Some of the Companies that call Hudson Square home include Edelman, Glossier, Horizon Media, New York Public Radio, Wieden + Kennedy, Squarespace, Viacom, Warby Parker, and in the next few years, the new homes of Google and Disney.

For more information on the BID, visit www.hudsonsquarebid.org.

About the Position

The BID is currently seeking a full-time Planning Associate who will work directly with the Director of Planning + Capital Projects on a variety of projects and initiatives.

Key Responsibilities

- Planning Assistance
 - Prepare maps, graphics, and related materials for strategic efforts and presentations
 - Assist with obtaining the necessary approvals for projects in both public and private space
 - Perform research and analysis of existing streetscape conditions and related City policies
 - Analyze opportunities for new projects that advance HSBID's transportation and streetscape planning goals
 - Collaborate with other HSBID departments on planning-related projects and initiatives
- Project Management
 - Assist with procurements: drafting RFPs, compiling lists of vendors, reviewing proposals, and documenting the selection process
 - Prepare briefings, correspondence, and other materials necessary to advance project implementation
 - Conduct field supervision of contractors
 - Assist with City agency, utility, and property owner/manager outreach and coordination
 - Conduct project documentation and record-keeping

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- Data Collection + Management
 - Manage HSBID's public space data collection, integration, analysis, and reporting
 - Conduct regular field surveys of HSBID's streetscape and open spaces
 - Assist with hiring, management, and supervision of interns
 - Serve as the point of contact with HSBID's third-party data providers
- Community/Stakeholder Engagement
 - Respond to requests for information
 - Attend select Community Board meetings
 - Develop and maintain relationships with key community stakeholders

Qualifications

- Excellent communication skills (written, verbal, and graphic)
- Excellent working knowledge of MS Excel and Adobe Creative Suite, particularly Illustrator
- Strong data management, graphic design, and mapping skills
- Strong organizational skills and the ability to simultaneously manage multiple projects
- Self-starter, detail-oriented, extremely organized, and both an analytical and creative thinker

Education and Experience

- Bachelor's degree in Urban Planning or a related field
- Entry-level position

The Hudson Square BID is a non-profit organization with seven full-time employees. Applicants should have the ability to work well both with others and independently, and be adaptable to working in a small environment and pitching in on different tasks as they arise. The ideal candidate will have an interest in and commitment to the life of our city and our neighborhood.

To Apply

The Planning Associate reports directly to the Director of Planning + Capital Projects and assists him on a variety of daily tasks. Qualified candidates should send a cover letter and resume to the attention of Jacob McNally, Director of Planning + Capital Projects, at jmcnally@hudsonsquarebid.org with "Planning Associate" in the subject line.