



## Project Manager - Facade Improvement Grant Program

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### Job Posting: Project Manager – Facade Improvement Grant Program (Part-Time)

**Location:** Newark, NJ

**Organization:** Invest Newark

**Hours:** Up to 20 hrs/week | **Pay:** Hourly

**Reports to:** UEZ Coordinator

Invest Newark is seeking a detail-oriented **Project Manager** to help implement the Facade Improvement Grant Program in the Urban Enterprise Zone (UEZ). This part-time role is ideal for professionals with project management experience who are passionate about supporting small businesses and revitalizing Newark's business corridors.

#### Key Responsibilities:

- Manage and track loan program applications
- Coordinate with business owners, BIDs, and city departments
- Conduct site visits and monitor project progress
- Promote the program through outreach and direct support

#### Qualifications:

- 3+ years of experience in project management, urban planning, or economic development
- Bachelor's degree (or equivalent experience)
- Strong communication, organization, and problem-solving skills
- Familiarity with UEZ programs a plus
- Valid driver's license required

Be a part of Newark's transformation by helping small businesses thrive. Apply today!

**Invest Newark values diversity and is an equal-opportunity employer.**

*Invest Newark, a NJ nonprofit corporation; the City of Newark's Economic Development Corporation, propels the City's strong and diverse economy, builds vibrant communities, and creates opportunities for all Newarkers.*

*Invest Newark supports small, women, and minority-owned businesses, invests in world-class internet service, spurs real estate development, and executes economic development activities to produce and sustain economic growth, generate jobs, and create wealth for the citizens of Newark. We are a dedicated team of expert planners, economists, and innovators who are driven to ensure all Newarkers have the resources to thrive. Invest Newark is not a typical development agency: we go above and beyond to support small and minority-owned businesses, invest in world-class internet service, and maintain an intense focus on sustainability.*

**Invest Newark is an Equal Opportunity Employer**