



## **Job Opening: East Side Preservation Specialist**

### **About Us**

Preservation Buffalo Niagara (PBN) is a non-profit advocacy organization that identifies, protects, and promotes the unique architecture and historic legacy of Western New York, while connecting people to the places they love. We serve the five counties of Western New York, with a particular emphasis on Erie County and the City of Buffalo, and Niagara County and the City of Niagara Falls. PBN is working hard to challenge existing preservation paradigms and serve a more diverse constituency.

Women and Minority Applicants are strongly encouraged to apply.

### **Opportunity Overview**

PBN is seeking a full-time East Side Preservation Specialist. The East Side of Buffalo is a highly diverse, architecturally and culturally rich area of the City of Buffalo that is formed of many neighborhoods. All of these neighborhoods have been impacted in various ways by our local legacy of redlining and disinvestment policies over decades. This position is responsible for ensuring that PBN's programming is being responsively implemented in the most historically underserved area of the City of Buffalo.

The East Side Preservation Specialist will report to our Director of Preservation Services. The successful candidate will be a strong team player; have a commitment to building and maintaining meaningful relationship within highly diverse neighborhoods; possess an intimate knowledge of Buffalo's East Side and of the historical forces that have shaped its current development patterns; and strong project management skills.

While this position will be working generally across all of PBN's programming within this discreet geographic target, the East Side Preservation Specialist will be responsible for the day to day project management on the East Side Commercial Building Stabilization Fund (a partnership with Empire State Development and the East Side Avenues Initiative), as well as assisting the Director of Preservation Services with implementation of the East Side Context Study and associated preservation planning efforts.

Specific tasks will include:

- Managing the intake of applications to the East Side Commercial Building Stabilization Fund;
- Managing grant disbursements and associated invoicing and reimbursements;
- Overseeing consultants when necessary;
- Attending community meetings and building relationships with East Side community leaders;



- Working with the Director of Preservation Services to implement the East Side Context Study;
- Grant writing

### **Qualifications**

A Bachelor's degree from an accredited college or university in preservation, urban planning, community development, or in a related specialized field and three+ years of experience, or a Master's degree is preferred. Excellent written and verbal communication skills; demonstrated experience in outreach and public speaking. Must be fluent with MS Office.

While a background in preservation or urban planning is a strong plus, we are encouraging candidates from a wide variety of educational and experiential backgrounds to apply for this position. Ultimately, the most successful applicant will be the one who is best able to connect with the community that we are trying to serve through this position. Strong communication skills, a willingness to learn, and passion for working with a wide diversity of community members are critical.

### **Compensation**

The salary range for this position is \$35,000 to \$43,000 depending on relevant experience. PBN has generous time-off policies and a flexible work schedule, though some weekend and evenings will be required. The anticipated start date is March 1, 2022.

Please send a letter of interest and resume to [jobs@pbnsaves.org](mailto:jobs@pbnsaves.org) by February 2, 2022. As we have several open positions, please type "East Side Preservation Specialist" into the subject line.