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# Buffalo Central Terminal

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March 5, 2020

Position Title: Community Engagement Coordinator  
Location: Buffalo, NY  
Job Classification: Non-Exempt/Full Time  
Reports to: Executive Director

**Organization:**

The Central Terminal Restoration Corporation's mission is to restore and revive the Art Deco train station. Opened in 1929 to serve more than 200 trains and 10,000 passengers daily, the iconic Buffalo Central Terminal operated for 50 years, until this masterpiece officially closed as a train station in 1979. In 1997, the 12-acre Buffalo Central Terminal site was acquired by the non-profit Central Terminal Restoration Corporation (CTRC) to refurbish and repurpose the property on Buffalo's East Side as a thriving hub of community events and activity.

The next steps for the Central Terminal are to advance planning and reuse in line with the 2017 Urban Land Institute Advisory Panel's findings. Work is starting with planning that will guide the vision, operations, finances and capital improvements to the site, and neighborhood planning to connect the site to the Broadway Market and the Broadway Fillmore business district. Neighborhood planning will maximize the intrinsic linkages between the Terminal and the Broadway Fillmore neighborhood in order to pursue development in tandem to their mutual benefit. A Site & Neighborhood Planning consultant is being selected and will commence in April 2020. Capital improvements to create a year-round, regional venue in a portion of the Terminal will start this summer.

**Position/General Information:**

The Community Engagement Coordinator will manage the Central Terminal's community partnerships and outreach programs across multiple venues and have an active role in the Site & Neighborhood Planning development and implementation. This role will be an important component of the planning and future development of the Central Terminal through meaningful, consistent and relevant connections with key community groups and stakeholders. This position includes additional and varied activities to support the organization and is likely to modify as the organization evolves. We are looking for someone who sees opportunity in the complexity of this work, has a track record of meaningful

community engagement, and shares our commitment to diversity, equity, and inclusion.

**Summary of Essential Responsibilities:**

The candidate will be part of a team capable of building momentum and interest in the reuse of the Buffalo Central Terminal. The specific program responsibilities may shift as the organization grows, however, every successful candidate will be required to:

- Develop and maintain impactful relationships with key partners, advocates and neighborhood leaders.
- Seek to maintain a deep understanding of issues-of-concern for community groups and stakeholders.
- Engage community members in the Site & Neighborhood Planning.
- Organize, convene and facilitate meetings, trainings, workshops, information sessions, orientations. To accommodate our stakeholders, periodic evening and weekend work will be required. Interested candidates must be comfortable traveling and working within a wide range of neighborhood and professional settings.
- Lead event organization and creative placemaking activities that connect to the Broadway-Fillmore and East Side residents and businesses and bring ideas and interest to the Central Terminal and the neighborhood.
- Refine and oversee the tour program.
- Represent the Central Terminal in public venues, with community members and stakeholders.
- Utilize social media to advance key messages with target audiences.
- Communicate effectively and build strong, working relationships with community members and stakeholders and neighborhood leaders.
- Perform additional duties as necessary in a small office environment.

**Qualifications:**

- Bachelor's Degree from an accredited college or university required; graduate-level education is a plus.
- Minimum of 5 years' experience with community engagement, program development, coalition-building, and resource development.
- Experience in event organization and creative placemaking.
- Professional or educational experience with cultural competency, racial equity, and community development, is a plus.
- Social media experience is a plus.

- Strong entrepreneurial skills and the ability to establish and nurture a wide range of key relationships.
- Excellent organizational, problem-solving, and troubleshooting skills.
- Familiarity with the East Side of Buffalo a plus.
- Passion for and commitment to the mission of the Buffalo Central Terminal.
- Entrepreneurial, energetic, imaginative, well organized.
- Ability to work independently and in a team setting.
- Excellent oral and written communication skills, including public speaking and presentation skills.
- Ability to work in a small staff environment and embrace varied work duties.

**Compensation:**

- Salary range \$40,000 to \$50,000 commensurate with qualifications and experience. Benefits package includes health insurance, retirement plan and vacation days.

**Application and Deadline**

- Submit cover letter and resume to Monica Pellegrino Faix, Executive Director, at [recruitment@buffalocentralterminal.org](mailto:recruitment@buffalocentralterminal.org).
- The deadline for applications is April 2, 2020. The Central Terminal Restoration Corp. reserves the right to extend the deadline.