

**District Bridges**  
**Vending Zone Manager, Columbia Heights | Mount Pleasant**  
**Job Description**

**Organization**

District Bridges is a 501(c)(3) nonprofit organization in Washington, DC with a mission to enrich neighborhood vitality by bridging community engagement and economic development opportunities so individuals, businesses, and organizations can thrive together.

**Description**

The Vending Zone Manager (VZM) is a full-time position, responsible for supporting the implementation of the Columbia Heights | Mount Pleasant Vending Zone, this role specifically focuses on program implementation, street vendor outreach and management, technical assistance, and zone management and compliance.

The VZM reports to the Director of Programming (DP) and is responsible for working with the DP to develop a robust system for implementing the Columbia Heights | Mount Pleasant vending zone, supporting vendors in obtaining and maintaining compliance, managing conflicts, and developing policies and procedures for vendors within the zone to comply with.

The VZM stewards external relationships, following the approved work plan to achieve the outlined objectives while operating at all times in a transparent, inclusive, ethical, and sustainable manner.

This is an in-person position with occasional evening and weekend work.

**Primary Roles:** Direct Outreach, Direct Technical Assistance, Program Implementation, Compliance & Management

Exempt, full-time

**Responsibilities**

*Outreach & Technical Assistance*

- Conduct daily outreach to vendors within vending zone
- Conduct business health checks and business development plans with vendors to identify goals and needs for support and assistance
- Collect ongoing data in Salesforce on vendors and outreach activities

*Zone Management*

- Develop and maintain an interactive vendor map with site locations;
- Collect vendor information and maintain an active list of vendors
- Build trusted relationships with vendors.

### *Training Programming*

- Coordinate with vendors and DLCP to determine training subjects that vendors can benefit from
- Develop video content for AccessPointDC
- Act at all times as an ambassador for District Bridges
- Work with the DP to report on contract activities as required.

### *Communications*

- In conjunction with the program staff, develop content for and help implement an external communications plan to include but not limited to:
  - Conduct monthly vendor meetings
  - Providing content for regular vendor newsletters;
  - Conducting interviews and writing blogs for social media to share the impact of our work;

### *Organization*

- Participate in annual goal setting and work planning using EOS (Entrepreneurial Operating System), ensuring that all Main Street activities map to the overarching organizational goals and adhere to the District Bridges Strategy Screen;
- Participate in a vertical and horizontal Annual Review Process; and
- Support other programs and team members with projects, events, etc.

### **Skills, Knowledge, and Experience**

- High School Diploma or GED required
- Bachelor's degree preferred
- Fluency in Spanish and English required, with native-level Spanish fluency preferred
- 2-3 years in community organizing, direct social service provision, volunteer management and relationship development preferred
- Experience working with individuals who have a history of homelessness, substance use disorder and/or mental health challenges a plus
- Relevant personal experience considered
- Technically proficient, with experience in project management and CRM systems preferred
- Ability to communicate easily, respectfully, and professionally with stakeholders of all ages, ethnicities, and socio-economic backgrounds is required
- A collaborative and cooperative mindset is required

### **Physical Requirements**

This role consistently operates a computer and other office productivity machinery. This role must be able to traverse the corridor throughout the year and be comfortable spending significant time outside at all times of the year.

### **Compensation**

Salary ranges are available on the District Bridges website. In addition, District Bridges offers a competitive benefits package including:

- 100% medical insurance coverage at the Silver Level and access to dental insurance at a group rate
- Unlimited PTO after 90 days
- Paid Federal and Local Holidays (16)
- Access to an organization sponsored 401K plan
- Access to commuter benefits
- Professional development opportunities
- Family leave