**Business Security Camera Program**

**Application Review Consultant**

Independent Contractor Posting

**Contracting Organization:** City of Philadelphia–Commerce Department

**Associated Project:** Business Security Camera Program - <https://www.phila.gov/programs/business-security-camera-program/>

**Contract Term:** May 2023 through April 2024

**Suggested Schedule and Availability:** 15 to 20 hours per week, depending on project tasks. The work hours are flexible, but the consultant must establish a regular schedule that would enable the consultant to be available for meetings and coordination during regular business hours at least two days per week.

**Work Location:** Remote, though office space may occasionally be available in the Commerce Department. The consultant must provide their own computer equipment to perform the needed tasks.

**Compensation:** $25 per hour; may not exceed $32,500 within a 12-month period.

**Program Overview:** The Business Security Camera Program is a grant program for businesses operated by the Commerce Department that encourages businesses to purchase and install exterior cameras on commercial properties. The program seeks to increase safety for shoppers, residents, and employees.

Businesses citywide can receive up to 75% of the total eligible costs, as much as $3,000 for a single commercial property. Businesses within three specific commercial corridors can receive up to 100% of the total eligible costs. More information about the program can be found here -- <https://www.phila.gov/programs/business-security-camera-program/>

**Position Overview:**

The Commerce Department seeks a highly motivated and detailed-oriented **Application Review Consultant** (Independent Contractor) to assist in the review and approval of applications submitted to the Business Security Camera Program.

The ideal consultant is a self-motivated, highly organized, and detail-oriented individual that works well as part of a fast-paced team and possesses strong project management, coordination, technology, and digital proficiency skills.

The Application Review Consultant (IC) will assist the BSCP Program Manager by:

* Retrieving online application submissions from the Formstack application portal or the QuickBase Program Management system and saving the submitted documents to Commerce’s online file management system.
* Reviewing online submissions for completeness
* Preparing application approval letters for review and approval
* Preparing program reimbursement packages for review and approval
* Communicating with program applicants regarding missing items as needed
* Periodically administering a program satisfaction survey to program participants
* Other duties and tasks as identified by the BSCP Program Manager

**Competencies, Knowledge, Skills, and Abilities**

**The Application Review Consultant will possess the following:**

* Excellent attention to detail and commitment to producing quality work in a timely manner.
* Digital proficiency in utilizing online applications, systems, and software.
* Strong coordination, organization, collaboration, and time management skills
* Willingness to take directions and follow instructions.
* Ability to adapt to changing priorities and exhibit flexibility in a fast-paced environment.
* Excellent self-management, interpersonal, and soft skills
* Resourceful and self-starter; ability to work in an Independent Contractor role.

**Required Qualifications (Education and Experience)**

* Completion or progress towards an associate or bachelor’s degree; significant related work experience may be considered in lieu of a degree
* Strong experience utilizing technology to document information and create reports, i.e., online software, databases, and/or learning management systems.
* Ability to edit and combine documents using Adobe software.
* Experience working with and/or serving diverse populations.
* Proficiency utilizing Microsoft Word, Excel, PowerPoint, Internet, and online project management or application systems.

**Application Process:** submit a response to the following questions (no more than 1 page total) and resume via e-mail to Maxine.Ferguson@phila.gov no later than June 2nd.