



## Public Realm Coordinator

<b>Reports to:</b>	Director of Community Development
<b>FSLA Status:</b>	Non-Exempt, Full-time
<b>Compensation:</b>	\$55,230 to \$60,178 DOE, plus an annual bonus of up to 10% of salary based on the organization meeting performance goals.
<b>Work Location:</b>	Hybrid (2 to 3 days in office and the remainder from home)
<b>How to Apply:</b>	See instructions on page 4

**SCIDpda Mission:** Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a 50-year-old community development organization, serves one of the city's most diverse neighborhoods. Its mission is to preserve, promote, and develop the Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood. SCIDpda has been recognized locally and nationally for its innovation in three program areas: property operations, real estate development, and community economic development and engagement. SCIDpda currently has 50 culturally competent staff, many whom speak a language other than English, which enables them to interact with our community. Our staff have a deep love for the Chinatown International District and understand the importance of our organization in serving the district.

### **General Nature and Scope:**

The Public Realm Coordinator engages CID stakeholders, inclusive of residents, small businesses, property owners, and community organizations to actively develop and implement a vision toward community pride, resiliency, and self-determination. Position activities and goals are identified through various community plans, and prioritized through SCIDpda and Community Initiatives strategic plans. Projects include, but are not limited to, facilitating community conversations and engagement regarding neighborhood improvement goals, implementing public realm projects to increase public safety and community identity, holding events to bring together members of the diverse community, and developing community pride.

### **Essential duties:**

#### **1. Community Engagement**

- a. Facilitate and conduct culturally appropriate and creative community outreach and engagement opportunities for CID stakeholders
- b. Recruit, organize, and staff project-based community advisory committees to guide and prioritize community goals and engagement
- c. Collaborate with SCIDpda staff and program partners when appropriate on events and other engagement opportunities

## **2. Project Management**

- a. Coordinate and implement lighting, alley, public art, and other public realm improvement projects that bring benefit to CID residents, small businesses, and neighborhood
  - Research materials and contractors
  - Manage contractor/vendor outreach and selection process
  - Oversee design and construction
  - Coordinate with and manage vendors
  - Document and report project implementation
  - Develop and manage project budgets
  - Provide timely and creative problem solving when issues arise
- b. Coordinate and implement events to highlight public spaces, small businesses, and community safety. Events currently include the Mid-Autumn Moon Festival and supporting alley activation activities.

## **3. Grants and Program Administration**

- a. Provide grants coordination and fund development support to Community Initiatives program record keeping and tracking
  - Contribute to the development of grants and funding proposals for projects related to neighborhood economic development
  - Support the maintenance of grants list, reporting calendar, and invoicing requirements for pertinent projects
  - Maintain detailed and accurate record of invoices and budgets
  - Support collection of reporting and invoice materials, and obtaining required documents for contract submittal
  - Maintain contract files for accounting and audit purposes, inclusive of filing original/amended contracts and copies of all invoices
- b. Program Coordination
  - Solve problems as needed to assure all tasks are completed and all deadlines met; and reviews and reports on program outcomes
  - Meet program benchmarks, and provide documentation and reports on outcomes of the program

## **4. Establish, strengthen, and maintain positive relationships with program partners.**

- a. Attend International Special Review District board meetings (virtual) twice a month
- b. Participate in working committees as needed to achieve and advocate for neighborhood goals
- c. Represent Community Initiatives at appropriate meetings, presentations, and public events as needed
- d. Work closely with the City of Seattle, neighborhood organizations, and other institutions to direct resources and support to the CID

## **5. Participate as a member of the Community Initiatives team, providing input and assistance with various projects and events**

- a. Staff the annual SCIDpda Fundraiser and SCIDpda Bash events

## **6. Other tasks as needed and defined by supervisor**

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required and Desired Knowledge, Skills and Abilities:**

- Strong interpersonal skills, with a particular emphasis in community engagement and outreach to diverse communities, limited-English speaking, immigrant and refugee populations
- Fluent in English; strong written and verbal communication skills required
- Ability to communicate timely and effectively in multiple contexts, from meetings with community members, program partners and funders, to public speaking engagements
- Strong administrative and organizational skills
- Ability to prioritize tasks, work independently, and be self-motivated
- Ability to write routine reports and correspondence
- Advanced computer skills in software including: Outlook, Excel, Sharepoint, Teams, and Basecamp
- Basic understanding of community and economic development
- Experience with grant writing, management, and/or reporting a plus
- Experience creating and managing complex budgets a plus
- Competency in written and verbal Cantonese, Mandarin, or Vietnamese a plus
- Knowledge of Chinatown International District neighborhood a plus

**Education and Experience:** Any combination of experience and training that would likely provide the required knowledge, skills and abilities will be considered.

- Experience working with people from diverse backgrounds, cultures, and language groups
- Experience with conducting and/or facilitating community engagement and managing complex projects
- Degree in urban planning, public administration, community development, or related field, preferred but not required
- 1-2 years of work experience in similar or related field preferred but not required

**Licenses or certificates:** None

**Physical Demands/Working Conditions:** The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is performed in an office environment with a low noise volume; while performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor
- Regular contact with people; position requires regular outreach to neighborhood stakeholders, thus requiring frequent mobility and exposure to outdoor elements
- Hybrid work structure – working 2 to 3 days a week in the office and the remainder from home

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing

of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.

**Benefits (according to working hours):**

- Medical, Dental and Vision Insurance
- Group Life and Disability Insurance
- Retirement Plan
- PTO
- FSA
- Bonus
- Flexible Working Schedule, Hybrid Work Opportunity

**How to Apply:**

Please email a resume and cover letter (PDF only) to Director of Community Development An Huynh: [anh@scidpda.org](mailto:anh@scidpda.org). Please title the email "Public Realm Coordinator Application – [First and Last Name]." Cover letter should be no longer than one page, single-sided, single-spaced, and address all of the following prompts: Why are you interested in working at SCIDpda and/or in the Chinatown International District? What community engagement experience do you bring to this role? Please provide an example of a complex project that you managed and the skills you applied to ensure project success.

**Application deadline is 9:00 AM PST on Thursday, August 15, 2024.** Only complete applications will be considered.