

Job Title: Community Design Works Project Coordinator
Organization: Neighborhood Design Center
Location: Hyattsville MD
Job Opening: November 27, 2018
Closing Date: When Filled
Salary: Full time with benefits, \$42,000 - \$46,000/year

The Neighborhood Design Center seeks a **Project Coordinator** to support ongoing community design efforts in our eight-person Prince George's County office. This is a fantastic opportunity for a highly motivated and creative self-starter to work directly with low-to-moderate-income communities throughout Prince George's County on projects to improve neighborhoods. The candidate will work in a fast-paced, collaborative, interdisciplinary environment with landscape architects, urban planners, architects, foresters, artists and social designers, all committed to social justice.

What you'll do:

The project coordinator will work with NDC Community Design Works program managers on select built environment projects, focused on issues of neighborhood planning, streetscaping, community engagement, and placemaking. The coordinator supports all aspects of a successful, rigorous community design project including research, outreach, engagement, design, project management, project handoff, documentation and reporting.

Tasks include:

- assist with project scoping, timelines and team formation
- coordinate and facilitate community and volunteer meetings
- onboard volunteers interested in working with the organization
- work with the design team to create and lead participatory workshops
- research project-related issues and best practices
- create posters, graphics and communications for internal and external use, including social media
- assist volunteer design teams with review and packaging design deliverables
- maintain project records and correspondence
- assist with occasional special projects, fundraising events, and special events as needed
- participate in regular staff meetings to ensure effective and efficient cross-program delivery

Experience we're seeking:

- Minimum of two year's professional experience in a design office
- Bachelor's or Master's degree in public interest or social design, architecture, urban design, landscape architecture, graphic design, or related fields

- Ability to work with a diverse set of stakeholders and clients
- Familiarity with Prince George's County and the DC Metro region
- Strong personal commitment to community design and social justice
- Interpersonal and facilitation skills to present and lead workshops with diverse stakeholders

Job-related skills:

- Excellent design skills
- Facility with Adobe CS
- Knowledge of AutoCAD / ArcGIS / Sketchup / Revit desirable
- Excellent communication skills
- Fluency in Spanish a plus
- A good sense of humor

How to Apply:

Submit cover letter, resume, design sample under 5MB, and 3 professional references to: dpuzey@ndc-md.org

Who we are:

The Neighborhood Design Center helps support low-moderate income communities in Baltimore City and Prince George's County, MD by linking them with professional design and planning services. In collaboration with neighborhood groups, local government agencies and fellow nonprofits, we support locally driven initiatives for neighborhoods pursuing improved quality of life within their built environments.

NDC's impact and thought leadership have been recognized on local, regional, and national levels by partners and funders that include the Deutsch Foundation, Bloomberg Philanthropies, Gehl Institute, Surdna Foundation, Enterprise Community Partners, Prince George's County Department of Housing and Urban Development, Baltimore City Department of Housing and Community Development, Baltimore Office of Sustainability, Prince George's County Department of the Environment, and Prince George's County Department of Public Works and Transportation.

All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.