



## Job Description

**Job Title:** Project Coordinator

**Supervisor:** Vice President, Planning

**FLSA Status:** Exempt

### Summary

The Project Coordinator supports a variety of projects and programs within the organization, including but not limited to, planning, urban design, mobility, economic development, real estate development, and other aspects of downtown vitality. The Project Coordinator helps to coordinate and advance deliverables working collaboratively with the planning, research, communication, advocacy and economic development teams within the organization, as well as with external consultants and stakeholders. The Project Coordinator will also support the efforts of the Downtown Austin Foundation.

### Essential Duties and Responsibilities

- Plays a supporting and coordinating role on Downtown Alliance led projects and planning initiatives, including opportunities to serve as Deputy Project Manager.
- Regularly prepares documents, reports, presentations, meeting notes, and other materials.
- Conducts project-specific research and analysis, working collaboratively with research and communication teams.
- Assists with the coordination of Downtown Alliance member committees and committee work plans.
- Creates maps, images, plans, illustrations, and other graphic communication tools to visually communicate ideas that are intended for various audiences.
- Supports and coordinates community outreach and engagement efforts. Attendance at some evening and weekend meetings may be required.
- Contributes to the efficiency of the organization by performing other duties and participating in special projects, as assigned.

## **Skills and Experience**

- Strong interpersonal communications skills
- Proficient writing skills; ability to succinctly write reports, meeting notes, and other correspondence
- Able to work independently on multiple projects and deliverables
- Experience with team collaboration
- Working knowledge of graphics software and tools such as: Adobe Suite, ArcMap, ArcGIS, Google Earth, Google Maps, and other interactive web-based applications
- Familiarity with city centers, community planning, economic development and community engagement

### *Desired but not required:*

- Spanish language skills
- Knowledge of 2D and 3D visualization tools

## **Education and/or Experience**

Candidates should have a Bachelor's or Master's degree in Community Planning, Landscape Architecture, Architecture, Urban Studies, Public Policy, or related field; 2-5 years or more related experience and/or training; or equivalent combination of education and experience.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

***Job Knowledge*** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

***Problem Solving*** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

***Teamwork*** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**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.

#### **Education and/or Experience**

Bachelor's or Master's degree in Community Planning, Landscape Architecture, Architecture, Urban Studies, Public Policy, or related field; 2-5 years or more related experience and/or training; or equivalent combination of education and experience.

#### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Spanish language skills (written and verbal) preferred.

#### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **Computer Skills**

To perform this job successfully, an individual should have working knowledge of graphics software and tools such as: Adobe Suite, ArcMap, ArcGIS, Google Earth, Google Maps, and other interactive web-based applications.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.**