

I^{SEN}BERG PROJECTS

Urban planning + design coordinator

About IP

Isenberg Projects is a creative consulting agency based in Boston that specializes in placemaking and community engagement. We believe that the best communities are hyper collaborative and inclusive, and that magic happens when community members are an integral part of the changes happening around them.

Through our relationships with cities, districts, developers, artists, small businesses, musicians and nonprofits and cultural institutions, we are committed to amplifying voices and varying perspectives to foster shared value and active places.

We recognize the value of diversity in our projects, community and our workforce and are committed to equal opportunity. We are making a commitment to shifting our current racial demographic to emphasize and prioritize hiring BIPOC candidates for all available positions. This will be practiced until the team is at least 30% BIPOC, and will continue indefinitely thereafter.

Urban planning + design coordinator

At their core, the Urban Design Coordinator is a people person. They seek to understand all sides of the issues facing communities and are passionate about leaning into difficult conversations. In this role, you will be a bridge builder within communities, helping neighborhoods envision a more inclusive and collaborative future. You will facilitate community discussions, design research studies and surveys, interview stakeholders, and create recommendations for community change. These projects could range from working on the future of real estate development, crafting a cultural plan for a city or neighborhood, or working with a city liaison to influence policy.

This job entails

- Gathering community feedback through interviews, surveys, and research
- Researching neighborhoods, developments, cities, and legislation
- Synthesizing data into accurate findings
- Assisting the design and layout of presentation decks
- Visualizing and presenting data in easy to understand ways
- Assisting in the design and execution of research studies on urban planning and community engagement
- Coordinating and facilitating communication between project stakeholders
- Designing presentations in Google Slides, Power point, and Adobe Illustrator
- Creating renderings in Sketchup
- Organizing documents and updating budgets
- Research into tactical urbanism, placemaking, and cultural legislation throughout the greater US
- Identifying success metrics for projects or events and developing systems to capture that data
- Updating websites on Wordpress
- Juggling multiple projects and deadlines at once
- Project management / event management
- Pulling vendor quotes for programming
- Organize brainstorms and debriefs —including scheduling, tracking attendees and room set-up
- Participate in and occasionally lead creative brainstorms to generate ideas for clients

I^{SEN}BERG PROJECTS

Qualifications

- A Bachelor's degree or equivalent work experience
- A background (or dedicated involvement) in urban planning, cultural planning, architecture, or data visualization
- Innate curiosity
- Strong communication skills, and highly organized
- You've mastered Google Drive, Microsoft Suite, and social media platforms
- Proficiency in GIS, Sketchup, and CAD
- Proficiency in the Adobe Suite, particularly Illustrator, Photoshop, and InDesign.
- Proficient in Wordpress
- You love a good spreadsheet
- Experience with Asana a bonus

About you

- You are determined - Not only can you build something special without a roadmap, you thrive in discovering the unknown and overcoming obstacles
- You balance a big picture mindset with rapt attention to detail
- Organization is your bff
- You are passionate about making our cities more engaging
- You can make friends with anyone
- Curiosity is your fuel
- You love to discover new places and figure out what makes them unique
- Interested in arts and culture and design
- You're confidence is infectious
- You're passionate about mentoring others
- You have a solutions oriented mindset. No problem is unsolvable, and you get excited by new challenges.

Competitive salary commensurate with experience \$62,000 with employer covering 80% of health insurance and dental, disability and life insurance in addition to a comprehensive retirement and 401k matching program. Applicants must be based in Boston. Isenberg Projects has a hybrid work environment due to COVID-19, with the team gathering together 3 days a week or more at our Boston office.

Due to the volume of applications we receive, we are not able to respond to each one personally. Applicants chosen to have an interview will be emailed within 5 - 10 business days. In order to make our hiring process as fair and equitable as possible, it is company policy to not offer informational interviews during the hiring process.