

# I<sup>SEN</sup>BERG PROJECTS

## Urban planning + design project 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 project coordinator

At its 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 cannabis company's Positive Impact Plan, or working with a city liaison to influence policy.

### This job entails

- Gathering community feedback through interviews, surveys, and research
- Synthesizing, 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 cannabis 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 brainstorm and debriefs —including scheduling, tracking attendees and room set-up
- Participate in and occasionally lead creative brainstorm to generate ideas for clients

### Qualifications

- A Bachelor's degree or equivalent work experience
- A background (or dedicated involvement) in urban planning, architecture, or data visualization

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- 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 of \$45,000.00 - \$53,000.00 commensurate with experience, with employer covering 80% of health insurance and dental, disability and life insurance in addition to a comprehensive retirement and 401k matching program.