

September 12, 2018

## **JOB ANNOUNCEMENT: Project Manager**

Hester Street is seeking an experienced urban planner, designer and/or community development professional to plan, manage and implement community-driven planning and development projects in New York City and nationwide. We are looking for someone with at least five years of work experience to join a growing, dynamic team that holds social justice as a core value.

*Hester Street is an Equal Opportunity Employer committed to a diverse workforce that reflects the populations with whom we partner. We seek to build an inclusive organization grounded in respect for differences and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability or veteran status.*

### **ABOUT HESTER STREET**

Hester Street is an urban planning, design and development nonprofit that works to ensure that neighborhoods are shaped by the people who live in them. We offer technical and capacity-building assistance to community-based organizations, private firms and government agencies on land use processes, neighborhood planning and design, and public and private community development projects. We strive for more vibrant, equitable, just and resilient neighborhoods.

### **ABOUT THE POSITION**

We are looking for an urban planning, design and/or community development professional with a background in neighborhood planning, architecture, affordable housing and/or community facility development, or some combination of the above. Qualified candidates will have experience working on one or more city, neighborhood or community planning projects, creating and executing complex project work plans and building relationships across public and private sectors. This role requires the ability to manage multiple priorities and deadlines. Also important is an interest in equitable development and in working with some of NYC's most brilliant community-based organizations.

This is a great opportunity for a highly motivated planning, community development or design professional who welcomes work in a collaborative environment to join a growing, high-energy team.

Job responsibilities include the following:

- Manage all aspects of community planning projects inside and outside NYC;
- Collaborate with community-based partners on project development and planning;
- Facilitate community planning and design workshops and train workshop facilitators;
- Work with Hester Street team of designers and planners to develop innovative community engagement tools;
- Pull together and manage teams of architects, planners, public health experts and other consultants;
- Effectively prioritize, delegate, execute and track tasks across multiple projects, adhering to rigorous timelines;
- Carry out key planning, design and development technical work (such as conducting planning studies, developing surveys, creating maps, gathering data and conducting site-

specific and neighborhood-level analyses, developing innovative recommendations or solutions);

- Research and identify national and international best practices of innovative community design and development;
- Communicate Hester Street’s approach and project experiences with a wide range of partners, contributing to the broader urban planning and community development fields.

### **Qualifications**

We are seeking candidates who are pro-active, deadline-oriented and expert at juggling multiple projects. Top candidates will have:

- Project management skills:
  - A track record of creating and executing complex project work plans;
  - Creative problem-solving skills and ability to adapt plans to fit evolving project needs;
  - Experience effectively delegating tasks to project teams, including to staff members, interns or outside consultants.
- Relationship building skills:
  - Ability to build relationships with partners across nonprofit organizations, government and the private sector;
  - Experience working in low-income communities, immigrant and other communities of color and/or with community-based organizations preferred.
- Background in relevant field and strong interest in community-driven planning and equitable development:
  - Demonstrable experience working on one or more city, neighborhood or community planning processes;
  - At least five years of planning, architecture and/or community development experience;
  - Master’s degree in Urban Planning, Architecture or a related field (or at least six years of experience in a relevant field).

+ Proficiency with the programs we use – InDesign and other Adobe Creative Suite programs, SketchUp, AutoCAD, and/or ArcGIS – a plus.

+ Fluency in a language other than English also a plus.

### **Salary**

Salary for this position is competitive and depends on prior experience. In addition, Hester Street offers a comprehensive benefits package.

### **To Apply**

Please send cover letter, résumé and two work samples (one written sample and one relevant presentation preferred) to [hrm@hesterstreet.org](mailto:hrm@hesterstreet.org), with “Project Manager” in the subject line.

*Hester Street is a nonprofit organization incorporated as Hester Street Collaborative, Inc.*