

**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, design 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.

**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 critical land use, neighborhood planning, and public and private community development projects. Innovative, inclusive community engagement is a critical thread through all of our projects. We strive to create the conditions where we can all thrive.

**ABOUT THE POSITION**

We are looking for an urban planning, design and/or community development professional with a background in neighborhood planning, architecture, economic development, affordable housing and/or community facility development, or some combination of the above. This role requires the ability to manage multiple priorities and deadlines.

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.

**RESPONSIBILITIES**

- 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);
- 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**

- 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);
- Pro-active, deadline-oriented and expert at juggling multiple projects.
- Project Management skills:
  - A track record of creating and executing complex multi-faceted project work plans;
  - Creative and nimble problem-solving skills with ability to adapt work plan execution to fit evolving project needs;
  - Ability to build relationships with partners across nonprofit organizations, government and the private sector;
  - Experience effectively delegating tasks to project teams, including to staff members, interns or outside consultants.
- Experience working in low-income communities, immigrant and other communities of color and/or with community-based organizations preferred;

**Top candidates will have 2 or more of the following skills & experience:**

- Urban Planning
  - Demonstrable experience working on one or more city, neighborhood or community planning processes;
  - Research, data gathering and analysis;
  - Spatial planning;
  - GIS mapping a huge plus.
- Architecture/Design
  - Architectural design and programming – participatory design experience a plus;
  - Spatial and site-specific analysis;
  - Basic before and after site photocollage visualizations
  - Proficiency with the programs we use –SketchUp, AutoCAD, Photoshop a plus.
- Community Development - Capital project planning & development
  - Feasibility analysis;
  - Budget creation and tracking (project, construction, maintenance + operating);
  - Construction management experience a plus
- Facilitation
  - Ability to facilitate small group and large public meetings;
  - Experience navigating challenging conversations and building consensus;
  - Experience developing and using popular education tools and conducting train-the-trainer sessions preferred;
  - Fluency in a language other than English a plus;
- Graphic Design
  - Infographics, report layout and other graphic design skills using InDesign and other Adobe Creative Suite programs

**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 an Equal Opportunity Employer committed to a 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.*

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