

JOB ANNOUNCEMENT: Project Associate

Hester Street is seeking an urban planner, architect with strong graphic and design skills, interested in equitable community development, to help implement community-driven planning and development projects in New York City and nationwide. We are looking for an early career professional with one to three years of work experience or a recent graduate 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 land use processes, neighborhood planning and design, and public and private community development projects. We strive for more vibrant, equitable, sustainable and resilient neighborhoods.

Local knowledge, needs and priorities guide our work. We partner with community-based organizations and specialize in crafting project-specific, data-driven, interactive tools and processes to ensure that community participants have both the information and inspiration they need to engage in planning and development decisions.

ABOUT THE POSITION

We are looking for an early career professional or recent graduate with strong graphic and design skills and a background in neighborhood planning, architecture, affordable housing development, economic development or some combination of the above. This role requires the ability to manage multiple priorities and deadlines in a team setting. Also important is an interest in participatory planning, design and equitable development.

This is a great opportunity for a highly motivated planning, architecture or design professional who welcomes work in a collaborative environment to join a growing, high-energy team with a lot of room for professional growth.

RESPONSIBILITIES

- Create and support the development of engagement tools, popular education materials, public communications and reports and other materials;
- Contribute to all aspects of community planning projects inside and outside NYC;
- Carry out key planning, design and development steps (such as conducting planning studies, creating maps, conducting site-specific and neighborhood-level analyses, and/or managing real estate development projects);
- Collaborate with community-based organization partners on project development and planning;
- Coordinate and manage complex logistics for community events;
- Contribute to preparation and facilitation for community planning and design workshops;
- Work with Hester Street team of designers and planners to develop innovative community engagement tools;

- Work closely with architects, planners, evaluation experts and other consultants;
- Effectively prioritize, execute and track tasks across multiple projects, adhering to rigorous timelines, and;
- Research best practices and gather, analyze and visualize data.

QUALIFICATIONS

- Bachelor's degree in Urban Planning, Urban Studies, Architecture or a related field;
- Pro-active, deadline-oriented and experience with juggling multiple project and project deliverables;
- One to three years of planning, architecture and/or graphic design experience preferred;
- Experience working in low-income communities, immigrant and other communities of color and/or with community-based organizations preferred;
- Fluency in a language other than English a plus;

Top candidates will have graphic design and 1 or more of the following skills & experience:

Required

- Graphic Design
 - Infographics/data visualizations, visual identity, report layout and other graphic design skills using Adobe Creative Suite programs

Other desired skills

- Urban Planning
 - 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.
- Community Engagement Tools/People-Centered Design Methods
 - Participatory planning and design, development tools and strategies

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, with "Project Associate" 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.