

JOB ANNOUNCEMENT: Project Associate – Community Development

Hester Street is seeking an experienced urban planner, designer and/or community development professional to support the planning, management and implementation of community-driven planning, design and development projects in low-income communities and communities of color in New York City and nationwide. We are looking for someone with two to four years of work experience to join a dedicated, 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 and serve. Our organization is women-led and our staff is majority people of color. 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 deploys urban planning, design and development expertise to support community-led change, so cities are shaped by the people from the neighborhood-level up. We are a mission-driven non-profit and we work closely with both community-based organizations, public and private agencies to advance community-driven planning and policymaking and equitable community development. We focus on low-income communities and communities of color – people and places that historically and systematically have been left out of decision making. Our vision is a racially, socially, and economically just, vibrant and resilient world fueled by the values and vision of the many.

ABOUT THE POSITION

We are looking for an early career urban planning, design, project management or community development professional with experience in affordable housing, neighborhood planning, architecture, construction or some combination of the above – and an interest in growing a career in the community development field. This position requires the ability to support all aspects of the development process – from feasibility and planning to financing, design and construction. Also important is an interest in community-driven development and in working with some of NYC's most brilliant community-based organizations.

This is a great opportunity for a highly motivated team player, eager to roll up your sleeves and learn about all aspects of community development, to join a diverse, collaborative, high-energy team.

Job responsibilities include the following:

- Support all aspects of community development projects, including initiation, coordination and management, inside and outside NYC;
- Collaborate with community-based partners on capital project development and planning from the feasibility stage through to acquisition and construction;
- Coordinate due diligence reports and manage appraisers, surveyors and environmental contractors, among others;
- Review contracts and qualifications;
- Research local market conditions;
- Work closely with development team to secure permits;

- Review and contribute to acquisition and construction budgets, maintenance and operating budgets;
- Support and liaise with teams of architects, attorneys, brokers, contractors and other development team members;
- Assist in the development of funding proposals and applications;
- Support community planning and design workshops and train workshop facilitators;
- Effectively prioritize, execute and track tasks across multiple projects, adhering to rigorous timelines;
- Learn to carry out key planning, design and development technical work (i.e. conducting planning studies, gathering data and conducting site-specific and neighborhood-level analyses, researching best practices, etc.).
- Willing and able to safely travel throughout NYC when necessary (e.g. for site-visits during due-diligence and/or construction)

Qualifications

We are seeking candidates who are pro-active, detail-oriented and willing to learn in a fast-paced work environment. Top candidates will have:

- Background in relevant field and strong interest in community-driven planning and equitable development:
 - Demonstrable experience working on one or more complex projects that required a mix of the skills described above;
 - Two-to-four years of full-time planning, architecture, project management and/or community development experience;
 - Master's degree in Urban Planning, Architecture or a related field OR undergraduate degree and at least three years of work experience.
- Project management and/or organization skills:
 - Creative problem-solving skills and resourcefulness;
 - Experience coordinating multiple tasks within tight project timelines and budget;
- Experience working effectively as a member of a team;
- Experience working in low-income communities, immigrant and other communities of color and/or with community-based organizations preferred;
- Knowledge of and some fluency 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.
- Experience working with project budgets and proformas also a plus.

Salary

Salary for this position is competitive and depends on multiple factors, including prior experience. In addition, Hester Street offers a comprehensive benefits package. Salary range will be shared in the interview process.

To Apply

Please send cover letter, résumé and two work samples to hrm@hesterstreet.org, with “Project Associate – Cmty Dev” in the subject line.

Hester Street is a 501(c)3, nonprofit organization incorporated as Hester Street Collaborative.