



Planning Coordinator

Classification Status:	Exempt, Full-Time
Work Schedule:	Monday-Friday, 8am-5pm
Salary Grade/Level/Range:	Commensurate with experience

Job Summary/Objective:

The Planning Coordinator is responsible for initiatives that encompass project management, grant applications, planning studies, special projects, research, and more related to transportation and urban planning. This position requires some field work and someone who can confidently interact with government officials, stakeholders, and others. Astute attention to detail is vital, with a team player attitude, high level of integrity, professionalism, and organization, who will also serve as an advocate for Tampa's Downtown.

Essential Job Duties

- Assist with management of multiple projects, such as research, budgeting, community outreach, invoicing, and reporting
- Ability to multi-task, while prioritizing to meet deadlines and possess strong organizational skills
- Proven experience with data collection, reporting, and analysis
- Create presentations, graphics, and reports that depict work projects and programs
- Committee coordination such as meeting packets, minutes, notices, etc.
- Facilitate public and private sector stakeholder engagement
- Express ideas clearly and persuasively, both verbally and written to a variety of audiences
- Flexibility with work schedule to accommodate some early morning and evening hours, and minimal weekends

Statement of Other Duties Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities. Job duties may change at any time, with or without notice.

Required Education and Experience and Competencies

- Minimum of 2 years working in a related field or Bachelor's degree in Planning, Economics, Public Administration, and/or Communications
- Must be proficient with Microsoft Office programs, Outlook, and Constant Contact
- Able to work independently and as a team

Preferred Education and Experience:

- AICP Certification or working knowledge of local planning laws and procedures
- Grant writing and application
- Knowledge of Business Improvement Districts and Downtown Tampa community



About the Partnership

Vision

Tampa Downtown Partnership is the leader in fostering a vibrant, diverse, 24-hour downtown neighborhoods in which to learn, live, work and play.

Mission

The strategic mission of Tampa Downtown Partnership is to be the steward of downtown Tampa, while cultivating effective public/private partnerships to facilitate catalytic physical and economic development.

Programs such as our Clean and Safe team and our transportation initiatives make accessing and navigating downtown an easy and enjoyable experience. As a membership organization, we are driven to serve the downtown business community and are empowered by what each member brings to our organization. Together, we strive to improve the collective downtown community, to be an active conduit of information and resources, to promote a shared vision for Tampa's Downtown, and create and implement the plans that support that vision.

The Tampa Downtown Partnership administers the Special Services District program through an annual contract with the City of Tampa. Through the Special Services District program, the Partnership works to promote the downtown experience through a multitude of initiatives such as marketing, business development, transportation, planning and beautification, as well as maintenance and safety with Tampa's Downtown Guides and Clean Team. The Partnership also works with numerous agencies to identify opportunities and facilitate opportunities for collaboration, advocacy, and strategic planning for issues related to Tampa's Downtown.

Equal Employment Opportunity

The Partnership is an equal opportunity employer. It is the policy of the Partnership to provide equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, age, sex, religion, disability/handicap, pregnancy, childbirth, or related medical condition, citizenship status, service member status, sexual orientation, gender identity or expression, familial status, marital status, national origin, genetic information, or any other category protected by law in all employment practices.

Additional Compensation

Fully paid Health and Dental Benefits
Life Insurance
Disability Insurance
Matching 401K
Paid Personal Time Off
Commuter Transportation Allowance

Application Information

Resumes and cover letters should be emailed directly to Karen Kress, Senior Director of Transportation and Planning, at kkress@tampasdowntown.com. Only candidates meeting qualifications need apply. Phone calls will not be accepted. Position will remain open until filled.