



Job Title: Urban Design Coordinator
Supervisor: Director of Urban Design
FLSA Status: Exempt

Summary

The Urban Design Coordinator supports a variety of projects and programs within the organization, including but not limited to, planning, urban design, mobility, economic development, real estate development, urban activations, and other aspects of downtown vitality that advance the organization's strategic plan. Coordinate and advance deliverables working collaboratively with the built environment, mobility, research, and communication teams within the organization, as well as with external consultants and stakeholders.

This is a full-time (40 hours per week) exempt position. Our standard office hours are Monday through Friday 9:00 am – 5:00 pm. Each role at the Downtown Austin Alliance is based at our physical office in the heart of downtown Austin. As stewards of downtown Austin, we look for talent that wants to be part of our local, collaborative community. We work in a hybrid model, with 3 days a week in the office as our baseline, with Tuesdays as our in-office day for the entire team. We offer a flexible work schedule. Due to the nature of the work we perform, occasional evening and weekend work may be required to meet deadlines or participate in events.

Duties and Responsibilities:

- Create maps, images, plans, illustrations, and other graphic visualization tools across programmatic areas to visually communicate ideas intended for various audiences.
- Regularly prepare documents, reports, presentations, meeting notes, and other materials by collecting, analyzing, and summarizing data and trends based on staff, board, committees, and partner engagement.
- Support and coordinate Downtown Austin Alliance led projects and planning initiatives.
- Conduct project-specific research and analysis, working collaboratively with research and communication teams.
- Support the Built Environment and Mobility programmatic areas as needed including committee communication, project advancement, milestone tracking, dashboard development.

- Support and coordinates community outreach and engagement efforts as they align to programmatic milestones.
- Some evening and weekend meetings and events will be required.
- Performs additional related duties as needed.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to learn and apply new skills.
- Ability to work collaboratively and independently on multiple projects and deliverables, with a high-level of self-motivation to meet goals and deadlines.
- Strong graphic design and visual communication skills.
- Working knowledge of graphics software and tools such as: Adobe Suite, SketchUp, ArcGIS, Google Earth, Google Maps, and other interactive web-based applications
- Familiarity with city centers, community planning, economic development and community engagement

Education and Experience:

- Bachelor's degree in Community Planning, Landscape Architecture, Architecture, Urban Design, Urban Studies, Public Policy, or related field preferred.
- At least three years related experience.

Physical Requirements:

- While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform related duties, as assigned by their supervisor.

Compensation & Benefits

Salary range \$55,000 - \$65,000 with bonus plan eligibility after the successful completion of annual goals.

- 401K non-elective contribution of 3% plus additional 2% employer match with employee elected contribution.

- Employer-paid employee coverage for medical, dental, and vision
- Employer-paid Life Insurance
- Employer-paid Short/Long Term Disability
- 20 days of Paid Time Off
- 11 paid holidays (including one floating personal day)
- Paid winter break from December 26 – December 31st
- Summer Fridays
- Paid Parental Leave
- Cell phone stipend
- Home Internet stipend
- Commuter benefits
- Wellness benefits
- Bikeshare membership
- Professional Development
- Onsite Gym
- Onsite bike storage
- Fully stocked kitchen with beverages & snacks

The Downtown Austin Alliance is committed to creating a diverse, inclusive workplace and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or veteran status.

To apply please email your resume and 2 –3 work samples to careers@downtownaustin.com.