

Program Coordinator | Mayors' Institute on City Design | Washington, DC | Full-time

Background

The Mayors' Institute on City Design (MICD) is a leadership initiative of the National Endowment for the Arts in partnership with the United States Conference of Mayors. Its mission is to transform communities through design by preparing mayors to be the chief urban designers of their cities.

Since 1986, the Mayors' Institute has endeavored to make design a priority for our cities' chief elected officials, training and encouraging mayors to use design as a fundamental tool to influence the social well-being and economic vitality of their cities. Each year, the Mayors' Institute plans and manages five to six Institute sessions held throughout the country. More than 1,100 mayors and hundreds of design experts have participated in Institutes. Each Institute brings together eight mayors, along with her or his most critical city design challenge, with eight city design and development experts in a single location for two and one half days of concentrated discussion focused on finding design solutions to these real-life projects.

The Program Coordinator position is an employee of the United States Conference of Mayors reporting directly to the MICD Executive Director. The MICD office is located in the United States Conference of Mayors headquarters at 1620 Eye Street NW in Washington, DC. The position includes a generous benefits package.

Responsibilities:

- Produce pre-session briefing books, including the writing of city design case studies, graphics management of maps, drawings, and photographs for the Institute sessions produced by the MICD National Office.
- Coordinate the production of Institute summaries and conduct post-Institute correspondence with designers, alumni mayors, and other participants.
- Plan and implement logistical arrangements for Institutes produced by the MICD National Office. Plan and coordinate invitations, lodging, meals, travel, local transportation, equipment, supplies, and professional services.
- Direct MICD web content (www.micd.org) and social media efforts, including creating and sharing content on Facebook, Twitter, and LinkedIn.
- Assist in on-going efforts to support mayors after attending an MICD session.
- Develop tools to assist mayors and city governments achieve design excellence.
- Provide administrative support (e.g. scheduling, maintaining contact databases, managing correspondence) for MICD office and Executive Director as needed.
- Ability to travel as needed, including to MICD sessions and affiliated conferences (<15% of total time).

Education and Experience:

- The position requires knowledge, passion, and appropriate education in a broad range of disciplines related to the design and development of cities. Candidate should have between 1-3 years of work experience in a design firm, city government agency, not-for-profit organization, or related environment and a bachelor's degree in architecture, urban planning, landscape architecture, environmental design, or related discipline.
- Exceptional writing and editing skills. Ability to synthesize complex information into written pieces with confidence, speed, and agility.
- Fluency with Adobe InDesign and Photoshop required.
- Skills and experience to collaborate with program partners to organize national events with attention to detail, scheduling, follow-through, and diplomacy in dealing with allied organizations, consultants, design professionals, university partners, elected officials, and city staff.
- Experience planning events is desired.
- Ability to communicate effectively, manage multiple tasks, meet deadlines, and work independently.
- Personal approach to work that exudes professionalism, passion, grace, confidence, openness, self-awareness, and a sense of humor.

Applications will be reviewed on a rolling basis; however, the application deadline is **5:00pm ET on May 8, 2017**. Interested candidates should forward a one-page cover letter and a one-page resume in a single PDF by email to: trinity@micd.org with the subject line: "MICD Program Coordinator Search". MICD Program Coordinator is full-time, salaried position without overtime compensation. Salary commensurate with experience. United States Conference of Mayors is an equal opportunity employer.