

Event and Communications 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, MICD plans and manages four to five "Institute Sessions" held throughout the country. More than 1,200 mayors and hundreds of design experts have participated in MICD. Each session brings together a small group of mayors, along with her or his most critical city design challenge, with a small group of 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. In addition, MICD provides ongoing educational opportunities for mayors, including virtual seminars, alumni technical assistance, and a fellowship program.

The Event and Communications 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. MICD staff is currently working remotely. This position will initially be offered for remote work, with the opportunity to switch to hybrid in the future. The position includes a generous benefits package. The position is not eligible for relocation assistance.

Responsibilities:

- (25%) Plan and implement logistical arrangements for in-person and virtual MICD events, including scheduling, meeting venues, lodging, meals, travel, local transportation, equipment, supplies, and webinar platform management.
- (25%) Coordinate internal and external communications (e.g. managing invitations, updating marketing collateral, scheduling meetings, and managing participant paperwork).
- (25%) Update MICD web content (www.micd.org) and social media efforts, including creating and sharing content on Facebook, Twitter, Instagram, and LinkedIn.
- (25%) Provide administrative assistance for MICD program (e.g., scheduling, maintaining contact databases, fulfilling reporting requirements, processing payments per USCM guidelines).
- Assist in on-going efforts to support mayors in other ways as needed.
- Ability to travel for MICD events is required (approximately 10-20% of total time on average).

Education and Experience:

- Extremely detail-oriented. Ability to communicate effectively, manage multiple tasks, meet deadlines, and work independently. Supreme organizational skills.
- Excellent writing and editing skills. Ability to synthesize complex information into written pieces with confidence, speed, and agility.
- An undergraduate degree in an allied design field (architecture, landscape architecture, urban planning, graphic design, or similar) is desired. Equivalent experience will be considered.
- Experience in event planning is required.
- Fluency with Adobe InDesign and Photoshop is 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.
- 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 5:00 pm ET on August 16, 2022**. Interested candidates should submit 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 Event and Communications Coordinator Search: Your Name".

MICD Event and Communications Coordinator is full-time, salaried position without overtime compensation. Salary commensurate with experience, in the range of \$55,000-\$58,000. The United States Conference of Mayors is an equal opportunity employer.