

Job Description

Position Title: Design & Planning Manager

Employed By: Alliance for Pioneer Square

Reports To: Deputy Director

Number of Hours: Full-time, Salaried

The Alliance for Pioneer Square is seeking an enthusiastic professional to work on public realm projects in the Pioneer Square Historic District. The position requires close collaboration with both Alliance team members and partnering organizations.

Pioneer Square is uniquely located between the central business district, Chinatown-International District, Central Waterfront, and the stadiums. It is home to close to 600 businesses. This position will be tasked with ensuring a welcoming neighborhood to visitors, residents, and workers by ensuring public infrastructure and streetscape elements are maintained and by supporting long-term planning efforts for our parks, streets and sidewalks, built environment, and historic assets.

Work hours will generally be 9am - 5pm and based in our offices. This position will require in-person meetings and field work, with some limited flexibility for hybrid accommodations on an as-needed basis.

DUTIES AND RESPONSIBILITIES

- Continue and improve a program to monitor, track, and report damaged streetscape elements, graffiti, cleanliness problems, and other issues.
- Manage projects in Pioneer Square's public realm including:
 - Tracking public and private construction for communication to businesses and properties;
 - Staffing and supporting community-led projects (such as murals or planting efforts);
 - Organizing and executing the annual Pioneer Square Spring Clean event with approximately 200 volunteers;
 - Maintaining Pioneer Square's holiday lighting program, banner program, and interpretive signage program; and
 - Supporting rights-of-way management, parking issues, and pedestrian access.
- Work collaboratively with the Alliance team to ensure construction closures, events, and projects are communicated to the correct audience.
- Conduct neighborhood outreach as needed for feedback on upcoming projects or plans.
- Synthesize and convey neighborhood needs to public agencies, organizations, and other planning entities.

- Develop and maintain effective, collaborative relationships with a diversity of neighborhood stakeholders, public agencies, and vendors.
- Understand the regulatory environment of historic preservation and support businesses through the permitting process for street cafes or other public-facing improvements.
- Effectively advocate for Pioneer Square and its constituents.

QUALIFICATIONS AND SKILLS

- Experience and passion for: urban planning, business district revitalization, project management, and/or related fields.
- Excellent interpersonal skills, including coalition building and group facilitation.
- Confident communicator and presenter.
- Strong writing skills.
- Superior project management skills and time management skills.
- Proficient tech skills (Microsoft Office, Slack, Survey Monkey, Zoom).
- GIS and Adobe Creative Suite skills are a plus, but not required.
- Event management/support experience is a plus.
- Self-starter who demonstrates initiative, thoroughness, and willingness to learn.
- Outgoing, friendly personality and a team player.

COMPENSATION

- Pay: \$70,000 - \$75,000
- Benefits:
 - 100% Employer Paid Medical/Dental/Vision Insurance
 - ORCA Card
 - 403B Retirement Plan with Alliance Match
 - Paid Time Off, accrued
 - Paid Sick and Safe Time, accrued
 - 11 Paid Holidays, with 2 Paid Floating Holidays at Employee's Discretion

The Alliance for Pioneer Square is a 501c (3) non-profit organization devoted to the betterment of Pioneer Square through advocacy, programming, marketing, and community leadership. The Alliance is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Alliance never discriminates on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital or family status, or based on an individuals' status in any group or class protected by applicable federal, state, or local law.

To apply please submit your resume and cover letter to: jobs@pioneersquare.org. No phone calls, please. Open until filled, priority for those applying before 5pm on August 21st. Phone/Zoom screenings beginning the week of August 21st, with in-person interviews the weeks of August 28th and September 5th.