

Alliance for Pioneer Square
2026 Community Project Coordinator

Organization:	Alliance for Pioneer Square
Job Title:	Community Project Coordinator (Temporary Employee)
Timing:	Average of 15-20 hours/week
Duration:	Up to six months, this is a temporary position
Compensation:	\$24/hr., \$50/mo. data plan stipend

Job Summary:

The Alliance for Pioneer Square is seeking a temporary, enthusiastic professional for a unique opportunity to assist on a variety of projects and programs in the Pioneer Square Historic Preservation District. The position requires close collaboration with Alliance team members, partnering organizations, and neighborhood stakeholders.

This role will be primarily tasked with supporting the following projects and programs within the Alliance:

- Public Realm
- Sports Economy – specifically 2026 World Cup
- Marketing

We encourage those who want to make a tangible difference in the community and are self-motivated to apply. This position is fully in-office and will require in-person meetings and fieldwork.

Major Duties and Responsibilities:

Public Realm

- Support in planning and executing the 2026 Pioneer Square Spring Clean event.
 - a. Coordinator must be able to attend the event from set up to tear-down, which takes place on a weekend morning in May 2026. Final date to be determined in February.
- Conduct neighborhood outreach and engagement as needed.
- Monitor and report damaged streetscape elements and cleanliness issues in the public and private realm through the Find It, Fix It app.
- Effectively advocate for Pioneer Square and its constituents.

Sports Economy

- Stay current on FWC26 planning and City communications to regularly assist in updating FAQs, newsletters and other informational materials for businesses.
- Serve as an additional point-of-contact during high-volume inquiry periods, responding to questions, escalating issues, and ensuring timely follow-up.
- Track and document business impacts, including operational changes, concerns, and economic outcomes, to support reporting and evaluation.

Marketing & Other

- Distributing marketing materials (maps, posters, brochures, etc.) to neighborhood businesses as needed.
- Maintaining neighborhood signage and wayfinding as needed.

Qualifications & Skills

- Excellent interpersonal skills, including the ability to build solid relationships and support among stakeholders, a comfort level with advocating for success.
- Strong verbal and written communication skills.
- Proficient computer skills (Microsoft Office, Adobe Creative Suite a plus).
- Valid driver's license, as use of personal vehicle may be required for the organization; mileage will be reimbursed.
- Event planning/support experience.
- A self-starter that demonstrates initiative, thoroughness, and willingness to learn.
- Tenacious and positive, with a "can do" attitude.
- Outgoing, friendly personality.
- Team player.
- Loves being outside and interacting with the public.

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 action. 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. Application deadline is **January 21st, 2026**. The desired internship start date is February 18th, 2026.