



LIVABLE COMMUNITIES COORDINATOR

We work throughout Washington State to support land use policies that encourage healthy, equitable, and opportunity-rich communities, and protect our valuable farmlands, forests, and water resources.

ABOUT FUTUREWISE

For 30 years, Futurewise has worked to protect the natural environment by encouraging a sustainable and equitable built environment in Washington State.

With the state's Growth Management Act (GMA) as a lens, we use policy development, advocacy, community engagement, data analysis and legal tools to protect farms, forests and water resources, and encourage livable cities through affordable housing, access to transit, and green infrastructure.

To achieve these outcomes, our staff of planners, lawyers, and organizers work with every level of government, within every geographic scale, together with hundreds of local organizations and activists to advance community-based solutions to land use and environmental challenges.

OUR RACIAL EQUITY COMMITMENT

Futurewise is committed to sharing our power, political access, expertise, and voice with communities of color and marginalized communities to encourage natural and built environment outcomes that reflect and respond to their priorities, and to working alongside those communities to dismantle systems of oppression in Washington State.

For the last several years, we have applied a racial equity and social justice frame to our work—including both our internal operations and our external, program-level efforts. On the operational side, we have initiated racial equity training for staff and board members, adopted a race and equity element in our strategic plan, and incorporated a racial equity toolkit into our decision making. At the program level, we are using a similar approach to prioritize our work plans, build relationships, and develop projects. All of our staff play critical roles in this work.

ABOUT THE POSITION

We are seeking a Livable Communities Coordinator who will coordinate urban planning and watershed projects, engage community members and partner organizations, and build community organizing relationships in South King County, King County's Eastside, Tacoma, and other communities in Western Washington.

Position title: Livable Communities Coordinator **Reports to:** Livable Communities Mngr.

Position type: Part-time (24-32 hrs/wk), nonexempt employee; Temporary (6 months), extension possible **Start date:** April 1, 2020

Rate of pay: \$18/hour – \$22/hour **Location:** Seattle, WA

The chosen candidate will be expected to quickly absorb and learn about the current status of ongoing projects, begin developing relationships to lay the groundwork for future collaboration, and work closely with the Livable Communities Manager to accomplish work plan objectives.

Current projects include:

- > **Algona Public Participation Grant:** A project funded by the Washington Department of Ecology to expand outreach and education with residents of Algona and Auburn whose properties are impacted by ground-water contamination.
- > **Algona Wetland Stewardship & Education:** An environmental education and community design project that will shape the City of Algona's investment in a wetland site that it recently acquired.
- > **GreenLink – Port Angeles:** A watershed planning project underway in Port Angeles that is developing a list of prioritized green infrastructure and open space projects, some of which will be implemented by the City and its local partners.
- > **Region-wide Planning Advocacy & Community Organizing:** A portfolio of projects and relationship development opportunities in South King County, Northern Pierce County (Tacoma), and King County's Eastside. The projects and relationships relate to a range of urban issues including gentrification and displacement, housing affordability, transit accessibility, and others.

RESPONSIBILITIES

- > Plan and facilitate meetings with: local government officials; partner organizations; community and place-based partner organizations; individual activists; and funding partners;
- > Build relationships with communities and partner organizations to lay the groundwork for future collaborations;
- > Integrate racial and social justice into all aspects of the position, particularly in the development and maintenance of partnerships with organizations serving and led by people of color;
- > Take the lead on communication tasks related to reporting to members on ongoing work and opportunities for engagement with policy through action alerts;
- > Help Futurewise identify our priority issues for our future work in Pierce County, South King County, and King County's Eastside;
- > Perform research, analysis and draft reports—or prepare other visual documents like maps, charts, presentations, etc.—that summarize findings and conclusions;
- > Assist with program evaluation, including evaluating metrics, benchmarks, and impact for continuous program and project improvement; and,
- > Assist with quarterly and annual grant contract reports, including summaries of expenditures and budget updates.

QUALIFICATIONS

Required Skills & Qualities

- > Demonstrated history of success working in an unstructured, dynamic work environment that requires both self-direction and coordination with team members;
- > At least three (3) years experience working on planning policy projects, community engagement initiatives, and/or community organizing campaigns;
- > Personal and/or professional connection to some or most of the communities that this position works with (Pierce County, South King County, King County's Eastside);
- > A lived experience and perspective that expands the breadth of the team's collective experience, knowledge, and understanding;
- > Experience working with a team and managing external partners;
- > Experience engaging and/or organizing communities using a variety of tactics and approaches;
- > Ability to facilitate meetings and strategy sessions with a wide variety of different types of project stakeholders;
- > Excellence in oral and written communication skills;
- > Openness to constructive feedback;
- > Ability to flexibly respond to shifting priorities and new opportunities; and,
- > Desire to have fun while working with a highly motivated, high performing team who is committed to encouraging healthy, equitable, and sustainable communities.

Preferred Skills & Qualities

- > Access to a personal vehicle for work-related trips;
- > Bachelor's degree—or relevant experience—in a related field (e.g., urban/community planning, environmental science, environmental policy, community engagement, community organizing); and,
- > Conversational proficiency in one or more of the following languages:
 - Spanish;
 - Tagalog; or,
 - other non-English languages spoken by communities in Western Washington.

COMPENSATION

This is a 24- to 32-hour per week, part-time position based in Seattle. Travel within the region and state is anticipated several times per month and year, respectively. Salary is between \$18–\$22 per hour, however, adjustments may be considered given a candidate's experience. Benefits include health care insurance (medical, dental, and vision), paid vacation, sick leave, and holidays, as well as an employer-subsidized regional transit pass (ORCA Card). Benefits for part-time employees are prorated based on the number of hours that the employee is assumed to work during the average week (i.e., 28 hours per week for this position).

TO APPLY

Interested candidates should send a cover letter, resume, and at least three references in PDF format to jobs@futurewise.org.

Please make the subject of the email “*Your Last Name - Livable Communities Coordinator*” and address the cover letter to “Hiring Manager”.

Please label any submitted files—including your cover letter, resume, and list of professional reference contact information—using your last name (e.g., “*Your Last Name - Resume for Futurewise Livable Communities Coordinator.pdf*”).

The position is open until filled, but candidates that submit materials **prior to February 28, 2020** will be given priority by the hiring committee.

No phone calls, please.

Futurewise is an Equal Opportunity Employer that values diversity in all areas of its operations. We are committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presences of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.