

Organization: Inter*Im Community Development Association (ICDA)
Job Title: Community Development and Public Policy Manager
Reports to: Deputy Director

Salary \$21-\$23 per hour

The Community Development and Public Policy Manager will be responsible for community planning work, helping to create our public policy positions, and leading our advocacy efforts on behalf of the International District community and other API communities in the Puget Sound region. The Community Development and Public Policy Manager will also be responsible for managing public realm projects and closely working with the Community Engagement and Education Manager to accomplish our organization's mission.

Specific Duties and Responsibilities:

- Coordinate community plans for the International District, and if needed, other API communities.
- Manage neighborhood capital improvement projects.
- Facilitate meetings and workshops for interested community stakeholders to deal with various community issues – issues may range from transportation, land use, housing, and sustainability.
- Establish working relationships and networks with various organizations and businesses in the ID community, non-profit agencies, and local and state government entities to identify community interests, needs, and issues.
- Participate in developing agency and community-based positions on public policy issues
- Participate in the City of Seattle's Comprehensive Planning, Consolidated Plans, and other relevant planning activities.
- Monitor and evaluate the impacts of public and private developments on the ID.
- Support mitigation benefits on behalf of the community.
- Undertake primary and secondary planning research to develop data and information relevant to ID planning issues.
- Help program public parks with a variety of activities.

Qualifications:

- Ability to work with diverse constituencies.
- Excellent analytical skills and ability to work with complex issues and work effectively to advocate from a community perspective.
- An understanding of housing, economic development, community services, land use and zoning, transportation, and/or historic preservation issues.
- Ability to work independently and to initiate, plan and implement work tasks; however, must also be able to work in a collaborative team approach.
- Must have excellent verbal and written communication skills and a desire to undertake community outreach to establish working relationships in the community.
- Must be well organized and detailed oriented.
- Excellent statistical analysis and computer skills, such as Word, Excel, Access, Outlook, and web-based research.
- Must be able to work flexible hours, including occasional evening and weekend meetings, as required for effective community participation and representation.

If interested please send a cover letter and resume to tim@interimicda.org by September 12, 2017.