



## Job Posting

# COMMUNITY EDUCATION COORDINATOR

The Civic Design Center's mission is to advocate for civic design visions and actionable change in communities to improve quality of life for all.

Educated over **12,500** of Nashville Youth

OVER **20 YEARS** OF IMPACT IN NUMBERS

Over **250** temporary parklets

Worked on over **200** design projects in over **35** neighborhoods

Over **2250** minutes of PechaKucha presentation

Worked with over **100** Interns

Over **150,000** hours of student design time with university partners

Over **40** publications **3** full length books

Hosted over **160** Urban Design Forums

At the Civic Design Center, our staff are constantly saying that this is the workplace where they can truly live out their passion. As a non-profit, the community is our client, which makes us unique from a design firm answering proposal requests. Our Design Studio takes the community's ideas and turns them into visions that we can advocate for, especially ensuring that socially conscious design is at the forefront of our work. We never tell a community what is right for their neighborhood, but we will use our design expertise to help them form opinions that will shape their public spaces.



Ultimately, our staff must be passionate about pulling seats up to the table, welcoming diverse ideas, and facilitating connections across industries.

Work in the design and planning field takes a lot of time and energy, so work-life balance is extremely important to us. All full-time staff work on a 32-hour work week with a flexible work-from-home schedule and generous PTO benefits.

# RAISING COMMUNITY VOICES

## Using Events and Social Media for Community Education

The individual who fills the Community Education Coordinator role will ideally have a strong interest in raising community voices and telling their stories. This person is curious about how design can improve the quality of life for Nashvillians and is driven to share what they know and learn. They will use this curiosity to drive social media content and organize regular monthly events for the Design Center. This individual is creative and organized. They love the satisfaction of hitting schedule on a important advocacy social media video they created and checking the boxes on event-related logistics.



## Proactive + Adaptable

The Community Education Coordinator will proactively research social media trends and gather stories from the Civic Design Center's past and present to share on across platforms. They are proud to be a public representative for our mission. The ideal Community Education Coordinator is always thinking ahead, but can be adaptable and exhilarated by problem solving, which is critical for event execution. They will coordinate all logistics for regular Civic Design Center events to raise awareness and garner support for our organization's efforts.

## Working At The Design Center

The Civic Design Center is an Equal Employment Opportunity employer and is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, color, creed, sexual orientation, gender identity or expression, age, national origin or ancestry, physical or mental disability, medical condition, genetic information, military status, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and prohibited by the Civic Design Center. The Design Center openly welcomes applicants from a diversity of backgrounds, identities, experiences, abilities, and ideas.

We are a pet-friendly office, however please do not let that prevent you from applying if you have concerns. Our number one priority is making sure our team feels welcome, safe, and comfortable at the office.



## About the Community Education Role

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### Digital Community Education: Social Media & Marketing

- Follows the storytelling voice of the Design Center for all assigned external messaging, primarily community education (overall events promotion and social media campaigns);
- Develops and maintains internal and external calendar of events and a standard events process with Communications + Advocacy Manager (referenced as 'Comms Manager' below);
- Promotes all monthly and annual events in coordination with Comms Manager;
- Researches various partner/non-profit events and meetings we should be promoting to our audiences for additional community education;
- Researches social media trends, and posts according to the Strategic Marketing Plan on all relevant platforms (Instagram, LinkedIn and TikTok);
- Creates visual banners and social media content for community education purposes;
- Supports execution of major social media campaigns, from education to giving;
- Maintains media database for local, regional and national outlets;

#### In-Person Community Education: Events

- Coordinates calendars for event scheduling, doing environmental scans for any external conflicts;
- Supports Comms Manager to coordinate all logistic details of event planning, including but not limited to: securing venue, catering, and beverage partnerships;
- Drafts initial event descriptions and graphics for Comms Manager to review;
- Drafts formal invitations to partners and special guests;
- Acts as Event Point during all regular Urban Design Forums and PechaKuchas (in-office and external—10 events minimum per year) to ensure everything runs smoothly, including but not limited to: confirming guest counts, delegating staff and volunteer roles during the event, setting up and breaking down the space, welcoming vendors, security, testing AV, supporting panelists or speakers, and more as needed;
- Supporting execution of annual community education events (ex. PARK(ing) Day), Civic Tours and Civic Design 101 Course.

#### Special Projects

- Assists Comms Manager on projects as required or assigned.
- Attends relevant meetings and gatherings to collect content, support and promote Design Center projects, programs, and community education.
- Other duties as assigned.

### ORGANIZATIONAL SKILLS

Ability to organize, maintain, and coordinate project files; Experience with Microsoft Office and ability to learn other software programs; Can effectively manage a long checklist to execute event coordination.

### COMMUNICATION SKILLS

Ability to write external social media content, summaries, reports, and business correspondence. Ability to effectively research trends, present information and respond to questions from groups of managers, clients, customers, and the general public. Comfort with speaking to community groups, and the ability to create and deliver presentations, preferred. Storytelling (both visual and written) examples will be required, upon request, prior to interviews.



## EDUCATION AND/OR EXPERIENCE

Bachelor's degree (BA) OR a minimum of four years of core competency experience in or similar to the following areas of work: communications, design, urban planning, hospitality, journalism, etc. 1-2 years of work experience in the same areas preferred, but not required. Relevant experience includes social media management, marketing, event management and community relations.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, including meeting the required competencies.

- Writing and/or editing experience with digital communications media is required.
- Event planning, customer service, or hospitality experience is required.
- Public speaking familiarity is preferred.
- Graphic design experience is preferred; Journalism, photography, photo-editing, social media video editing and fluency in other languages skills are a plus.
- Should have a curiosity or basic understanding of urban design and urban planning principles to accurately represent the Design Center's identity.

The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## COMPENSATION

The Community Education Coordinator position provides an annual salary range between \$45,000 – \$50,000 depending upon relevant experience. Compensation includes the Design Center's standard employee benefits including a 32-hour full time work week.



Apply at [civicdesigncenter.org/jobs](https://civicdesigncenter.org/jobs)