



The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to preserve, promote and develop the Seattle Chinatown international District as a vibrant community and unique ethnic neighborhood through its programs and services.

**Position:** Public Realm and Preservation Specialist

This position will work in the IDEA Space program, which is the community economic development resource center for the Chinatown ID. We were created in 2008 as a resource center for residents, business owners, and stakeholders of the Seattle Chinatown International District (CID) to work on community development projects. Our multilingual staff work with community members to bring their ideas to life. We provide a venue for neighborhood voices to gather and discuss ideas, and back these projects with research, technical assistance, access to resources, and capacity to fully realize these projects. We focus our support on projects that aim to revitalize the neighborhood and support economic growth. Our impact areas include the surrounding Japantown and Little Saigon neighborhoods. Projects are divided into four program areas, which include business assistance, design, neighborhood safety, and real estate development.

**General Nature and Scope:** Implement neighborhood revitalization efforts, as identified by community stakeholders, specifically focusing on preservation and public realm projects. Support design development with university studio instructors, community stakeholders and volunteer design professionals; Support the IDEA Space's community engagement and leadership development efforts; Monitor and evaluate programs, workshops and other strategies.

**Essential Duties:** Include the following. Other duties may be assigned depending upon project, client, or workflow needs.

1. Coordinate, manage and facilitate initiatives focused on the following issues:
  - a. Cultural and historic preservation efforts
  - b. Capacity and asset-building for the community's diverse property owners
  - c. Activation of underutilized spacesWork may involve conducting research, facilitating meetings, and coordinating working committees with a variety of stakeholders.
2. Support property owners in identifying available resources, writing, and managing grants for buildings and projects in the CID
3. Support the IDEA Space's community engagement and leadership development efforts through outreach to neighborhood stakeholders and development of educational materials and visual communication tools
4. Collaborate and provide support on development of IDEA Space educational materials and other forms of visual communication.
5. Establish, strengthen, and maintain positive relationships with program partners.
6. Monitor and evaluate program initiatives, resolve problems as needed to assure all tasks are completed and all deadlines met, and review and report on program outcomes.

7. Represent the program at appropriate meetings, presentations, and public events as needed.
8. Advocate for the community on economic development and neighborhood planning and policy issues.
9. Participate as a member of the IDEA Space team, providing input and assistance with various projects and events.

**Qualifications:** Candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Knowledge, Skills and Abilities:**

- Familiarity with concepts, resources, and local context for urban planning, historic preservation, and community development.
- Strong administrative, organizational, and interpersonal skills (including coalition-building, community organizing, and facilitation of complex projects involving many partners)
- Excellent writing skills, particularly grants and planning documents
- Ability to communicate effectively in multiple contexts, from meetings with program partners and funders to presentations to community members
- Excellent listening skills
- Ability to prioritize tasks and work independently; strong attention to detail
- Collaborative spirit; experience working in small teams to plan and complete projects
- Advanced computer skills in Microsoft software, including Word, Outlook, and Excel
- Knowledge of Chinatown International District highly desirable, though not required
- Cantonese, Mandarin, or other language ability desirable
- Experience with GIS desired, though not required

**Education and Experience:** Any combination of experience and training that would likely provide the required knowledge, skills, and abilities will be considered.

- Advanced degree in urban planning, business administration, public administration, or related field preferred
- Experience working with people from diverse backgrounds, cultures, and language groups
- Experience in supervisory positions
- Proficiency in Cantonese, Mandarin, and/or Vietnamese a plus
- A passion for working in the Chinatown International District

**Licenses or certificates:** None

**Working Conditions:** The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is performed in an office environment with a low noise volume. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit, and use a computer keyboard and monitor.
- Regular contact with people

- Ability to lift up to 25 lbs

To apply send resume, cover letter, and SCIDpda Employment Application to: SCIDpda, Attention: Human Resources, 409 Maynard Ave. S, Ste. 200, Seattle, WA 98104, via fax: 206.461.6376, or email to [Arlynes@scidpda.org](mailto:Arlynes@scidpda.org).