

Job Position: Planning & Design Coordinator for the Houston Downtown Management District

Central Houston, Inc. is an advocate of downtown redevelopment and revitalization and a catalyst for collaboration and coordinated development through facilitation and leadership. Central Houston, Inc. in association with other entities – Central Houston Civic Improvement, Houston Downtown Management District, and Downtown Redevelopment Authority - has facilitated many of the public and private projects that have transformed downtown since the mid-1980s.

DESCRIPTION: The Houston Downtown Management District seeks a resourceful and creative individual to assist with a broad range of research, planning and design projects. The Coordinator will report to the Director of Planning & Design. The Coordinator will work and collaborate with staff members of the Downtown organizations listed above along with associated consultants and contractors on a range of research, planning, design and implementation activities. The Coordinator must be able to work both independently and in a number of team environments.

RESPONSIBILITIES

This position requires both personal and technical skills to integrate a variety of projects and disciplines ranging from planning, urban design, infrastructure, architecture, environmental graphics, economic development, and transportation. The Coordinator must exercise initiative, tact, judgment and respect confidentiality of information. Specifically, candidates will be expected to perform the following;

- Assists with research, planning, design and capital projects across Central Houston's platform.
- Urban mapping of downtown and central city systems and facilities.
- Digital modeling.
- Draft and final production of reports and presentations.
- Preparation of high-quality graphics for a variety of uses and distribution channels.
- Liaise with various stakeholders and consultants.
- General research and information gathering.
- Data entry and maintenance of archived records/maps.
- Performs other duties as requested.

QUALIFICATIONS

- Recent graduate from an accredited design program (architecture, urban planning, landscape architecture). Bachelor's Degree or higher required.
- Prior work experience as a design intern required.
- Excellent research and graphic skills required.
- High levels of computer proficiency with Adobe Creative Suite, MicroSoft Office Suite, ArcGIS/ESRI, AutoCAD, SketchUp, and 3-D modeling software preferred.
- Must exhibit a professional manner and demeanor in interactions with co-workers, board members, affiliated agencies, and the public.
- Strong communication skills – written, verbal and interpersonal.
- Ability to multi-task and work independently, proactively and collaboratively.
- Highly motivated with exemplary performance under tight deadlines.
- Strong familiarity with the greater Houston area and downtown a plus.

Finalist candidates will be asked to provide writing sample and portfolio of academic and/or pre-professional design work.

Salary is dependent upon experience. Full benefits including a 401K plan are offered. Interviews are by appointment only. No telephone calls, please. To apply for this position, email resume and a cover letter to: Jackie Traywick, Chief Operating Officer at jstraywick@centralhouston.org.