Project Manager, Planning and Placemaking

isles
Self-Reliant Communities

ABOUT THE POSITION:

Isles, a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities, is looking for a creative and community minded individual to serve as Planning and Placemaking Project Manager in our Community Planning & Development (CP&D) division.

The successful candidate will play a hands-on role in planning and implementing creative and effective community-based interventions designed to improve the safety and livability of Trenton's neighborhoods; and will play key roles in neighborhood-based planning and community engagement processes. The project manager will work closely with the CP&D team in executing Isles' community development initiatives.

ABOUT ISLES COMMUNITY PLANNING & DEVELOPMENT:

Community Planning & Development incorporates Urban Agriculture, Community Planning, Placemaking, Real Estate Development, and Community Engagement. The theory of change for Isles Community Services is:

> *If we educate, empower, and engage residents and stakeholders to take positive action in their neighborhoods; model the implementation of best practices to meet a wide range of resident and stakeholder priorities; carry out timely, effective projects that have immediate positive impact; and also support policy change, then Trenton will be a more vibrant, safe, healthy, and fun city that attracts investment and utilizes that investment wisely to cultivate sustainability and equity.*

POSITION DETAILS:

Placemaking Interventions

Working with CP&D colleagues, the project manager will design, plan, and implement creative ways to activate vacant lots and public spaces to attract residents to use them for safe, healthy, and social activities, including public art, recreational activities, culturally relevant programming, and one-time events.

Community Planning and Engagement

Working with CP&D colleagues, the project manager will develop and maintain relationships with community members, stakeholders, local businesses, and community collaboratives and coalitions to be a part of neighborhood planning and projects, and to create lasting investment in community-supported initiatives, and to support residents, stakeholders, and small businesses in improving the neighborhood and their capacity.

Project Management

In collaboration with Isles colleagues, the project manager will be actively involved in research, document preparation, project planning and tracking, grant applications and reporting. In addition, the project manager will have the opportunity to assist with implementation of T-Recs and other CP&D and Isles services.

WHO WILL BE SUCCESSFUL:

Successful candidates want to work in a unique *think, learn and do community-focused setting.*

They bring a critical commitment to the delivery of services, applying knowledge, skills, and best practices to improve and expand our work. They are skilled in identifying opportunities, partnerships, funding sources, and efficiencies to broaden and deepen our services offerings, while ensuring that community members' interests remain the priority of projects and programs.

They are able to adeptly lead in varied settings, working effectively with colleagues, public and private sectors, and community-based stakeholders.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent; some college and/or relevant professional certifications preferred
- Evidence of successful project management and implementation
- Ability to take initiative as well as follow through on delegated tasks
- Demonstrated record of community-informed organizing or engagement experience, and developing engaging programing with community members
- Experience and interest in design and construction of creative public art and amenities
- Proven history of working with varied and conflicting stakeholders and audiences

- Ability to work cooperatively with colleagues
- Commitment to racial equity and equitable and sustainable community development
- Excellent written and oral communication skills
- Valid NJ Drivers License in good standing with insurable driving record
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Proficiency in utilizing virtual meeting platforms (Zoom, WebEx, Teams, etc.)

PREFERRED QUALIFICATIONS:
- Graphic design skills and experience
- Basic carpentry or construction
- Familiarity and experience with community organizing and community planning
- Spanish language proficiency

ABOUT ISLES:
Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

WHAT IT'S LIKE TO WORK FOR ISLES:
Throughout its 40-year history, Isles has proactively and innovatively anticipated and responded to changing needs and priorities of the Trenton community and beyond. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. Isles' culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 60 employees, plus a corps of volunteers and an engaged Board of Directors.

Compensation: $45-54k plus comprehensive Medical, Dental, Vision, FSA benefits, 401K with company match and a generous PTO policy

Interested candidates should submit cover letter, resume and recent writing sample to hr@isles.org. Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.