

## Placemaking Community Associate - Urban Design Center

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Company: City of Charlotte

Location: Charlotte

Category: life-physical-and-social-science

### Introduction

The City of Charlotte's Department of Planning, Design, and Development is committed to creating great places. This Department is chiefly responsible for collaborating with community partners, guiding growth, sustaining the natural environment while also designing vibrant and inclusive avenues for resident enjoyment.

### Overview

The City of Charlotte is the largest municipality in North Carolina and the 15th largest city in the United States, with a total population of more than 897,000 citizens. A major commerce center, Charlotte hosts several of the nation's largest banks and technology companies. Also known as the Queen City, Charlotte is home to the Carolina Panthers, the Charlotte Hornets and the NASCAR Hall of Fame. We work hard to ensure that the community will be a winning city for everyone – a truly remarkable place to live, work, learn and play. Join us in helping to keep our City thriving, ensuring upward mobility and advancement in the workplace.

### Function

Professional

### Summary

The Urban Design Center is in the Design and Preservation Division of the City of Charlotte Planning, Design and Development Department (PDD). The Urban Design Center consists of 6-7 team members. Candidates will be a part of a team and can expect a fast-paced environment and should excel in communication skills.

## **Major Duties and Responsibilities**

The Placemaking Community Associate will serve in a community-facing role supporting the Placemaking Program and Urban Design Center mission-driven work. This position will be responsible for facilitating the following programs with and for the community:

Placemaking Community Grant – administer the grants program, lead engagement, facilitate implementation and work with Charlotte Communications and Marketing to promote the application and winners

Placemaking Creative Pool – administer the creative pool of local artists and connect them with City of Charlotte placemaking and local art projects

Public Space Permit – receive all permit requests and coordinate with applicants and other City departments to ensure all events meet regulations

Placemaking Hub Engagement – be point person for all placemaking permit applications. Funnel requests to appropriate departments and facilitate applications through approval

Urban Design Center Studio Programming – lead programming at the Studio, working closely with community and industry community members, and Urban Design Center team members to plan and implement events throughout the calendar year

Urban Design Center Communications (Social Media, Newsletter, Blog, Website, etc.)

Grant Writing and Award Submissions – write grant applications and award submissions needed for the Placemaking and Urban Design Center programs

Other Projects – Support the Urban Design Center with other projects as needed

## **Knowledge, Skills & Abilities**

Demonstrated knowledge of placemaking and local art in the built environment (wall, street, and sidewalk murals, gathering spaces, bus stop improvements, cabinet wraps, etc.)

Demonstrated knowledge of communications work, including the creation of newsletters, blog entries, social media posts, etc.

Ability to plan and implement community-based events

Ability to produce graphics for social media and communications (emails, newsletters, blog)

Experience working with teams and building relationships with community members and creatives

Comfort with presenting and working with diverse audiences and all segments of the City's population.

Proficient skills in social media (Instagram Facebook, Hootsuite, etc.), communication tools (Mail Chimp, Wordpress, etc.), Microsoft Office (Word, Excel, etc.). Adobe Suite products preferred.

### **Preferred Qualification**

Four-Year degree in related field

Three years (3) years of experience in multiple areas of practice (notably grant administration, programming and event planning, and communication).

### **Minimum Qualifications**

Bachelor's degree in related field.

### **Conditions of Employment**

The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments.

The City of Charlotte is an Equal Opportunity Employer.

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