

Company: Midtown Association (MA)
Position: Placemaking & Mobility Coordinator (Non-Exempt)
Supervisor: Reports to Placemaking Manager
Location: 1401 21st Street, Unit A, Sacramento, 95811

Organization: The Midtown Association (MA) is a non-profit organization whose mission is to make Midtown the center for culture, creativity and vibrancy in Sacramento's urban core.

Our Culture: The MA is a small but mighty office governed by a board of artistic, fast paced and innovative property and business owners. We attract high-performing, highly ethical employees who truly care about their community. Our team works well together because we hold ourselves accountable to strong project management and complement one another's strengths. Our office is a beautiful modern storefront with open air meeting space, natural light, room for bike storage and more than 20 restaurants/coffee shops/bars within two blocks. Our office is smart casual/business casual attire.

Position Summary and Requirements: Qualified Coordinators have the ability to lead consultants and staff to predetermined outcomes within budget on specific projects. They excel at communicating information between stakeholders, staff, consultants, and other team members to keep the group "on the same page." They have a special knack for the area of the organization in which they serve and are a great source for expert "on the ground" information on their projects. Coordinators keep tabs on the industry and the external environment to bring recommendations the Executive Director on new ideas and trends. Coordinators maintain and build key partnerships in the community to ensure the success of the organization.

The Placemaking & Mobility Coordinator supports the Placemaking Manager, their peers, and key consultants to ensure effective daily operations of the Placemaking program and identify opportunities to support increased mobility options. Along with the Manager and consultants, the Coordinator implements placemaking and mobility programs that foster an increase in usage of public spaces and parks, a decrease in reliance on personal motorized vehicles, and support the MA vision, accomplishments, and needs among its many internal and external staff and stakeholders.

Basic Employment Qualifications: All candidates should have no less than three years of professional experience and a bachelor's degree in a relevant area of study is preferred. Candidates should have experience with Word Processing, Excel and Email programs, the ability to speak, read and clearly write in English, the ability to lift up to 40 pounds, and be able to remain on their feet outdoors for up to 10 hours per day in potentially inclement weather. All candidates should be very detail-oriented, have proven positive customer service experience and should anticipate pre-employment background checks, driving record checks, and a drug screening.

Work Environment: The work environment is located inside and outside and consists of completing tasks involving project planning, coordination, and support of activations and events. Conditions



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can range to include working outside in all types of inclement weather. Must be able to work around varying degrees of noise and interruptions. Must be self-motivated, flexible, patient, and able to complete job assignments without direct supervision under stressful conditions.

Benefits: This is a full time, hourly position at no less than 40 hours per week. Schedule of the office is generally Monday through Friday, 8 am until 5 pm, however this position may regularly work on Saturdays to support events and regular variations for meetings, special events and special projects. MA has a very generous benefit package after the introductory period; sick time, 12 days of vacation plus public holidays, 401k with 5% match, Flex-spend account, Medical, Life, Dental, Vision and Alternative Care Insurance, and Parking.

Salary: COE / Midtown Association is an Equal Opportunity Employer (EOE).

Essential Duties & Responsibilities:

Placemaking, Parks, & Capital Improvements Support

- Coordinate placemaking, programming and capital improvements to greatly enhance Midtown Parks and public spaces
- Preparation of supporting documents and reports
- Fundraising support, preparation and follow through of applications to ensure the ongoing high level maintenance and performance of activations
- Interface with various agencies and stakeholders, as needed
- Special event/activation recruiting, permitting, programming, scheduling and support
- Track and prepare data to quantify the impacts of activations
- Draft email reports and newsletter updates to key stakeholders on behalf of Manager outlining programming, usage and capital improvement projects
- Support communications and messaging with staff, stakeholders, volunteers and the public
- Additional duties as assigned

Mobility Coordination

- Support the introduction of improved wayfinding, with a focus on pedestrian, bicycle, and transit-centric signage
- Serve as a point of contact for stakeholders who are interested in participating in the City's public bicycle rack program and other opportunities to improve mobility infrastructure
- Support innovative techniques to increase microtransit usage and first mile, last mile solutions
- Support opportunities to leverage existing infrastructure to address mobility limitations and create a more dynamic transportation network



- Maintain a working knowledge of shared-ridable pilot projects and services and support opportunities to increase usage, in alignment with MA and stakeholder mobility goals
- Support creative active transportation projects that improve safety, increase vibrancy and promote a decrease in vehicle miles traveled
- Support outreach on priority mobility projects which may include protected bike lanes, activated alleyways, crosswalk enhancements, and parklet opportunities

Requirements for Application:

- Cover Letter and Resume
- Salary Expectations
- Minimum of two references

Applicants should be submit all required documents via email to info@exploremidtown.org



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