

**Job Posting
Civic Commons Coordinator
January 2017**

The Detroit Reimagining the Civic Commons Team seeks a highly-motivated individual to coordinate and oversee the implementation of a new neighborhood revitalization strategy. This signature 3-year initiative aims to develop civic commons in a neighborhood lacking traditional civic assets, removing the barriers that separate two anchor institutions from the community that surrounds them through the creation of a new public realm.

The Civic Commons Coordinator will be employed by Live6 Alliance and work on behalf the team which includes the City of Detroit, the Detroit Collaborative Design Center, Invest Detroit and the Detroit Economic Growth Corporation. Live6 is a planning and development organization that seeks to enhance quality of life and encourage economic opportunity by acting as conduit between anchor institutions and their surrounding communities, with a particular focus on the McNichols and Livernois corridors. The organization actively serves the community in five program areas: placemaking, business attraction & retention, residential stabilization, safety, and commercial corridor real estate development.

About Reimagining Civic Commons

Reimagining the Civic Commons (RCC) is a national initiative that seeks to counter economic and social fragmentation in our cities by revitalizing and connecting public spaces such as parks, plazas, trails and libraries to bring together people from different backgrounds. The initiative intends to be the first comprehensive demonstration of how a connected set of civic assets – a civic commons – can connect people of all backgrounds and yield increased and more equitably shared prosperity for cities and neighborhoods.

Detroit is one of five U.S. cities to receive a 3-year, \$4 million investment supported by The JPB Foundation, the John S. and James L. Knight Foundation, The Kresge Foundation, The Rockefeller Foundation and local funders. More information on the initiative can be found at <http://civiccommons.us/>

Job Duties

- Serve as lead coordinator for Detroit's RCC initiative and point of communication with the RCC team.
- Facilitate collaboration and coordination between the RCC team and Detroit's partner agencies including Live6 Alliance, City of Detroit, Invest Detroit, Detroit Economic Growth Corporation, and Detroit Collaborative Design Center.
 - Serve as an "on-the-ground" project coordinator to support day-to-day implementation and progress on key initiatives surrounding the activation of public space, events, and key real estate assets.
 - Organize and implement robust local engagement for partner activities to foster stakeholder inclusion, ownership and participation in Civic Commons processes and projects. Key local stakeholders include neighborhood residents, university staff and students and local businesses.
 - Host and coordinate bi-weekly and quarterly partner meetings, to monitor work plan, schedule, budget and key milestones. Track key project metrics.
 - Ensure effective communications through regular written updates and report-outs to maintain coordination with program partner leads.
- Conduct volunteer management and outreach for events and programming activities.
- Coordinate story-telling and documentation, which will include oversight of a Civic Commons documentarian (photo, video, written) to create monthly blog posts, project videos and interviews. Manage social media accounts and campaigns.

- Support and document project progress and key milestones. Develop narrative and documentation for biannual grant reporting for fiduciary Invest Detroit.
- Manage the measurement of key project outcomes and impacts. Coordinate with the national learning network metrics team, consultants, local volunteers and focus group members for surveys and feedback.
- Attend and coordinate partner participation at all RCC meetings, including biannual “Learning Network” convenings. This will require travel and planning accommodations for the RCC team.
- Support the curation and management of the “Common Space,” a collaborative work-event-community space being developed through RCC. This space will host program partners, community meetings, and various events. This task will eventually transition to a part-time or full-time space coordinator.

Technical Skills and Experience

- Strong all-around communication skills
- Event planning or production experience
- Familiarity with community engagement and leading conversations with a range of stakeholders
- Robust understanding of community and economic development tasks and challenges
- Background in one or more of the following fields: business, planning, communications, marketing, economic development, design
- Experience with grants administration, project management, and reporting a plus
- Fundamental understanding of real estate and construction activities a plus

Intangibles

- Get-it-done attitude and self-starter.
- Well organized, with the ability to navigate challenging organizational and procedural hurdles to produce real results under tight timelines.
- Strong listener and learner with the ability to adapt and innovate when facing adversity.
- Creative problem solving skills under limited time and budget constraints.
- Strong communication, collaboration and negotiation skills with the ability to garner buy-in from multiple audiences with competing interests to facilitate action. The ability to relate, translate and champion the initiative to different audiences is imperative.
- Entrepreneurial spirit with high standards and realistic understanding of what it takes to get things done.

Qualifications and Compensation

- Bachelor’s degree required; Master’s degree in relevant fields a plus.
- Salary commensurate with experience.
- Civic Commons Coordinator will be an independent contractor position, with University of Detroit Mercy, the fiduciary agent of Live6 Alliance.

Timeline and Submission

- Job Posting – January 18
- Submit Cover and Resume - January 31
- Interviews and Selection – February 1 – 10
- Contract negotiation and onboarding – February 13 - 24

Send cover letter + resume to Michael Forsyth | mforsyth@degc.org | by January 31, 2017