

Work Study Job Description

Job Title:	Project Coordinator
Organization Name:	InterIm Community Development Association
Location:	Chinatown-International District, Seattle, WA
Pay Rate:	15 - 17 / hour
Employment Period:	Summer
Hours Per Week:	Up to 40 hours per week (Summer)
Contact Supervisor:	Mei Yook Woo
Phone Number:	206-624-1802 ext. 28
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Website:	http://interimicda.org/
Street Address:	
City:	Seattle
State:	WA
Zipcode:	98104

NATURE OF ORGANIZATION

InterIm Community Development Association (CDA) is an affordable housing and community development organization located in Seattle's Chinatown-International District. Our mission is to promote resiliency in Asian, Pacific Islander, immigrant, and refugee communities through culturally and linguistically responsive community building. We envision culturally rich communities where all people thrive, and where they engage and invest in the health and sustainability of their communities. Our programs include affordable housing development, housing stability and homelessness prevention, *the Danny Woo Community Garden, Wilderness Inner-City Leadership Development (WILD) Youth program, civic engagement, and advocacy. The Danny Woo Community Garden is a 1.5 acre edible growing space managed by InterIm CDA. The garden was built in 1975 for low-income API immigrant, and refugee seniors to grow food and connect with the land in one of Seattle's most urban neighborhoods.

DUTIES AND RESPONSIBILITIES

The Project Coordinator will work under the Danny Woo Community Garden program to organize and manage several construction/repair projects in the garden. Of the utmost priority is the reconstruction of a 20-25 foot long retaining wall that supports the terraced garden plot design. Duties include: -Develop a detailed work plan for the reconstruction project(s). -Collaborate with architects, engineers, and other construction specialists. - Comply with legal requirements, building and safety codes, and other regulations. -Apply for any necessary permits -Budget and purchasing of project materials. -Supervise and manage construction projects.

MINIMUM QUALIFICATIONS

-Analytical Skills: must be good at planning for large-scale, multi-step projects, problem solve, and work

flexibly around project delays. -Management Skills: ability to lead teams through project implementation. Must be good at delegating tasks. -Communication: English proficiency. Good writing and speaking skills are needed. Ability to communicate with multiple partners and complete necessary permitting/regulatory paperwork. -Time Management: must be able to work within a rigid timeline to ensure project implementation meets the necessary deadlines. -Preferred: technical skills in construction methodologies, architectural design, and/or construction management.

EDUCATIONAL BENEFITS

This is a great opportunity for students interested in pursuing a career in construction management, architecture, and/or landscape architecture. This position will provide on-the-ground experience in project design, coordination, and implementation within a community-centered non profit organization. The Program Coordinator will work within Seattle's culturally and linguistically rich Chinatown/International District, alongside an array of community partners and volunteers.

HOW TO APPLY

Please send a cover letter and resume with three references. Resume packets can be e-mailed to mwoo@interimicda.org. The deadline for applications is Monday, June, 13, 2016 at 5 PM.

Job Number: 75ICDA01 | Category: Administrative | Program: Federal | Reimbursement Rate: 75