

Junior Project Manager Job Description

Better Block Foundation is a nonprofit organization that empowers communities and their leaders to reshape their built environments to promote the growth of healthy and vibrant neighborhoods. The Junior Project Manager should understand and embrace this mission, and have a genuine passion for urban innovation and bettering cities.

Position (located in Dallas, Texas)

Reporting to the Senior Project Manager, the Junior Project Manager will have strategic and logistical control over their assigned Better Block projects and will work with the Senior Project Manager on the project process as a whole. This position offers the person to have a great deal of influence on the organization. Projects take place in cities around the world, so the position includes frequent travel and work on nights and weekends during project implementation.

Better Block projects are temporary, block-level interventions that demonstrate a series of rapid prototypes. We work with the community, using their tools, knowledge, and resources, to revitalize neighborhoods. We often add bike lanes with temporary paint, use digital fabrication and manual processes to construct furniture from plywood, and activate the space by coordinating markets. Thus, the role is physically demanding, often requiring moving heavy objects and climbing ladders. It is critical that this person be both a planner and a do-er, as this position must see projects through from the very beginning to the very end.

Responsibilities

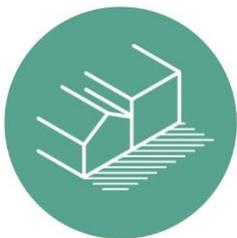
- Facilitate Better Block projects from start to finish, including:
 - Overall project outline, timeline, project scope, and budget
 - Material sourcing
 - Ongoing communication with local team members
- Extreme organization while staying nimble.
- Tracking expenses, invoicing clients, and tracking time.
- Space design and material gathering by working with in-house architects and designers as well as community members and municipal leaders.
- Onsite management of logistics and volunteer workshops during Better Block implementation weeks. This position is very hands-on.
- Help in the design, writing, and review of all project-related documents, social media, and reporting/blogging.
- Planning and executing a public space project both through a long distance, virtual platform and through onsite physical and mental leadership.

Qualifications

- The Junior Project Manager should be passionate about new urbanism and willing to physically work hard: swinging a hammer, getting paint on their clothing, working with lumber and tools, and answering volunteers' questions, etc.

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- College degree in urban planning, architecture, landscape architecture, design, or project management OR 4-plus years' experience in project management or event planning (in the field of urban design or city planning is a plus).
- Fluent in Spanish.
- Flexibility with work schedule daily tasks, as they may change as projects evolve.
- Ability to work independently without much direction, and to make decisions based on Better Block principles and project guidelines.
- Ability to work in a team, delegate tasks, and hold team members accountable.
- Position will involve leading frequent conversations with city officials and community members. Urban design touches on issues such as social justice and access to public resources, so Junior Project Manager should be comfortable discussing these topics.
- Demonstrated ability to manage conflicts and resolve problems effectively.
- Excellent organizational skills tempered with the ability to pivot and be flexible.
- Ability to work in a startup atmosphere where projects must be executed from the ground up.
- Ability and willingness to travel up to 25 percent.
- Proof of COVID 19 vaccination required.

Perks

- We get to travel the United States (and internationally!) up to 25% of the time for site visits, check in trips, and events, so this is a fun opportunity to see the world and how different communities work together.
- As part of our office, you will have access to our workshop that includes a CNC bed, laser cutters, and 3D printers as well as traditional power tools and supplies for woodworking.
- The Junior Project Manager is a perfect position for someone who wants to be outside and on site as often as they are in the office behind a desk. No two days are alike!
- 10 flexible PTO days plus holidays, including a closed office between Christmas and New Years. Additional days of PTO offered at director discretion based on project schedule.
- Creative atmosphere with an open office concept.

Salary Range

- \$42,000-\$45,000

To apply, email Kristin@betterblock.org with your résumé and any relevant materials. While no formal cover letter is required, please use the email body as an opportunity to present a writing sample telling us about yourself. Let your personality shine! No phone calls, please.

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