



C A R S

URBAN PLANNING & PUBLIC ENGAGEMENT ASSOCIATE (Full-Time / 40 Hrs Per Week)

Community Arts Resource (CARS) is seeking a passionate, entry-level Urban Planning and Public Engagement Associate to support our growing Urban Planning Department in a range of cultural and community-driven projects. With a strong background in community engagement through special event production, CARS has worked closely with cultural institutions, nonprofit organizations and government agencies to reach their constituencies through unique, fun, and creative exchanges that result in the improvement of communities. Ideal candidates should be interested in an interdisciplinary position that combines arts, culture, marketing, communications, community outreach, and urban planning.

Job Responsibilities:

- Produce community meetings and workshops
- Perform preliminary and precedent research of project sites and communities
- Assist with development of marketing and community outreach campaigns
- Curate content of email newsletters, website blog posts and social media posts
- Develop and design campaign branding, digital and printed materials
- Conduct creative surveying and analysis of data collected
- Write and design reports, presentations, and portfolios
- Assist with business development

Qualifications:

- A self-starter with excellent written, graphic and communications skills
- A team player with a desire to be part of a fun, creative and entrepreneurial team in a fast-paced, out-of-the-box environment
- A creative-thinker and problem-solver with a strong ability to multitask and prioritize
- Experience conducting research, analysis, masterplanning and urban design
- Proficient in Adobe Creative Suite, Microsoft Office Suite, various social media platforms
- 1-3 years work experience in urban planning or related fields
- Bachelor's degree required, preferably in urban planning, architecture, or public policy
- Conversational foreign language skills a plus

About Community Arts Resources (CARS):

With 30 years of experience, Community Arts Resources (CARS) creates opportunities to engage with culture and community. Our work is built upon the principles of strategic collaboration, connectivity, exploration and celebration. Through the navigation of the urban landscape and cultural geography of a city, CARS develops new models for the design and activation of public space. The firm's impressive repertoire of work has garnered CARS a significant reputation in the fields of cultural planning, event production, and community outreach and marketing. More info: www.carsla.net

Salary / Benefits:

CARS offers a competitive salary and a benefits package that includes full medical coverage, professional development stipend, 401K and personal time off (vacation, sick leave, holidays, and personal days). Salary will be commensurate with experience.

To Apply:

Submit a PDF document less than 5MB with a cover letter, résumé, examples of your work for consideration and three (3) references to: jobs@carsla.net. Accepting inquiries until May 31, 2018. No phone calls please.