

INVESTING *in* PLACE

Date: January 27, 2023

Job Title: Project Coordinator

Reports to: Executive Director

Status: “At will” employment status; Full-time, exempt, salaried position

Background: Investing in Place is an award-winning, human-centered public policy implementation and advocacy group in Los Angeles. Investing in Place advocates for a more inclusive decision-making process and equitable resource allocation for all people, especially those most in need and dependent on public infrastructure (transportation, sidewalks, street improvements, etc.) in Los Angeles.

Position Overview: Investing in Place is leading efforts to create a model Capital Infrastructure Plan for the Public Right-of-Way in the City of Los Angeles, and we are looking for a Project Coordinator to help us get this done.

What: We are looking for a self-starter who can help coordinate and manage relationships with multiple partner organizations and city and finance experts, and who can keep the team on track and moving forward as we work together to:

- Research and publish an inventory of existing Los Angeles public right-of-way infrastructure;
- Identify priorities for public investment through collaboration with relevant City policymakers and departments, engineers, municipal finance experts, and those who rely on LA’s public right-of-way the most: low-wage workers, and Black, Indigenous, Latino, Asian and Pacific Islanders in underinvested communities;
- Engage community members and organizational partners to advance understandings of the public right-of-way, how it’s maintained (or not), and how to influence public investments in their city;
- Boost the impact of Investing in Place’s education and communications with expanded expertise in data visualization and social media engagement; and
- Produce a model Capital Infrastructure Plan for the Right-of-Way (CIP) for the City of Los Angeles.

Why: Los Angeles is the only major U.S. city without a comprehensive Capital Infrastructure Plan. No one has a clear picture of where billions of Los Angeles public works and transportation funds have gone over the years, and there is no publicly accessible funding plan for past, present, or future investments. Because there’s no overarching plan, the public does not know where this money goes and to what purpose: we don’t know how much each City department gets, and what they’re supposed to do with it. That means there’s no way to track

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this public money, no way to hold the City accountable, and no way to make sure the City equitably serves the needs of the most vulnerable.

The lack of clear budgeting priorities across City departments limits LA's ability to coordinate investments and create transparency for new contracting opportunities, and it thwarts community input.

Core skills we are looking for, and how you'll be called to use them:

- Commitment to Investing in Place's mission and an interest in supporting a long-term budgeted plan that encompasses the entire public right-of-way, based on an articulated vision for the future of Los Angeles.
- Project management skills to help the team stay on top of multiple workflows. We conduct research, create content, engage with various communities, host educational workshops, and more. We need someone to help organize our work plans for these various activities and keep us on track. We're a collaborative team in a small organization: we create and implement these work plans and strategies together. We need you to help us keep moving forward on time.
- Self-starter with attention to detail and organization skills.
- Willingness to dig into public policy and deeply examine the influence of politics and power on decision-making and tax-dollar spending - how it works and how it's broken.
- Support the Executive Director by providing fact-based recommendations for consideration, anticipating project needs, and responding to dynamic requests that will advance the project.
- Represent the organization in public settings, including managing internal and external relationships.
- Research and develop background information on existing Capital Infrastructure Campaigns, public right-of-way, mapping, municipal finance, etc.
- Set up logistics for small and large, virtual and in-person meetings and events.

Skills we are looking for but not required:

- Competency with Google Suite, Mailchimp and Canva
- Competency with social media platforms Instagram and TikTok
- Spanish verbal and written fluency
- Existing political and community relationships in Los Angeles
- Existing understanding of municipal finance

Compensation: Investing in Place offers a competitive salary and benefits, commensurate with experience. We anticipate the range of salary for this position to be somewhere between \$65,000 - \$85,000 depending on the experience, networks, and skills candidates bring to the table.

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Investing in Place does not have a central office but team members work from home, with meetings in person as needed. All applicants are expected to live in Los Angeles County and be able to get to Central Los Angeles when needed. Monthly stipend for work-from-home related costs (internet, phone, etc) will be provided. And a laptop will be provided if needed.

This job is for a limited term of 12 months, but likely to continue based on available grant funding.

How to apply: Interested applicants should submit a cover letter, resume, and writing sample or visual presentation (of something informative or related to data/analysis) via email to jessica@investinginplace.org. Please email all 3 materials in that order (cover letter, resume, work sample) in one pdf. And please label the pdf: your last name.liP

Applications submitted by 5 p.m. Wednesday, February 22nd will receive priority but the position will remain open until filled.

For more about our organization, please visit www.investinginplace.org