

**Tishman Environment and Design Center
Program Coordinator
April 2021**

The Program Coordinator will support administrative, logistical and research support to the campus and public program initiatives and the research arm of the Center. The Program Coordinator will report directly to the Associate Director.

Campus Programming Job Responsibilities:

- Contribute to the planning and execution of public and private events
- Provide logistical support to all in-person and virtual events including creating visual content, coordinating with speakers, technical support for virtual events, and managing RSVPs
- Create graphic design content for events and publications
- Staff occasional evening and weekend events such as Earth Week
- Maintain and advance Tishman Center website under the direction of the Assistant Director
- Provide administrative support to the center such as booking travel and compensating external partners
- Create promotional and marketing materials such as flyers and social media campaigns; using Adobe Creative Cloud applications such as InDesign
- Other tasks as needed

Research Job Responsibilities:

- Contribute to the Center's external research projects by providing background research and data visualization when needed
- Create maps using QGIS or similar software for research projects and partners
- Basic data analysis and fact checking
- Draft initial report sections related to mapping and data
- Design reports for publication using InDesign or similar program

Minimum Qualifications

- Excellent interpersonal and communication skills
- Experience contributing to complex, long-term projects
- Excellent research and writing skills
- Design and technical skills such as Adobe Creative Cloud, Microsoft Office, and web design
- Proficient in QGIS or ArcGIS
- Excellent organizational skills
- Very detail oriented
- Must be able to work some evenings and weekends

Preferred Qualifications

- Bachelor's degree and/or 2-5 years experience in environmental/social justice movements, community development, community organizing, urban studies or related field or a master's degree in a related field
- A deep interest in environmental, racial and social justice
- Experience in social media and marketing a plus