



**Job Description: Southwestern Medical District Urban Design Associate**

**Reports to: Southwestern Medical District Project Coordinator**

**Classification: Full time permanent, non-exempt (hourly)**

**Supervises: N/A**

**Salary: Commensurate with experience**

**Location: Dallas, Texas**

**Position Description**

The SWMD Urban Design Associate is an internal Texas Trees Foundation full-time position focused on managing and coordinating community and strategic partnerships associated with the SWMD Urban Streetscape and Park projects. The SWMD Urban Design Associate is responsible for facilitating and coordinating a robust equitable engagement plan, outreach strategy, and overall project implementation for the SWMD Urban Streetscape and Park projects in pursuit of the project's goals and objectives.

- The Equitable Engagement efforts focus on ensuring all voices are brought to the table, heard, and reflected in the final design plan for the Southwestern Medical District Urban Streetscape Plans.
- The Outreach Strategy spreads awareness of the initiative among all audiences; inspire target audiences to be funders and advocates; and garner support among key decision-makers, the SWMD community, thought-leaders/experts, and the general public. It advances not only the goals of the project, but the mission of TTF, by spreading awareness about the health impacts at the intersection of health, trees, and nature.

In these activities, the Urban Design Associate will work closely with the Texas Trees Foundation Project Team, the Equitable Engagement Consultant Team, the Design and Engineering Consultant Team, and the Benefits and Governance Consultant Team. While responsibilities primarily lie in the SWMD project, the Project Associate will be available to advise and support other Texas Trees Foundation efforts, time permitting.

**Organization**

The Texas Trees Foundation. A 501(c)3 serves as a catalyst in creating a new green legacy for North Texas through transformation, research-based projects that educate and mobilize the public to activate the social, economic, environmental, and health benefits that trees and urban forestry provide.

In partnership with the Southwestern Medical District, the City of Dallas, North Central Texas Council of Governments, Dallas County and private philanthropic foundations and individuals, TTF is leading the Southwestern Medical District Urban Streetscape initiative through design and implementation. The initial projects include the transformation of the streetscape of Harry Hines Boulevard and the cloverleaf intersection at Harry Hines Boulevard and Inwood Road to foster a District that will quantify and consider the health of the natural environment, the health of thriving neighborhood systems, and the health of all employees, patients, residents and visitors. The result will be a model 21<sup>st</sup> Century Medical District that integrates healthy spaces with innovative design and state of the art approaches to become a model for other medical districts.

**Responsibilities**

*Project Implementation*

- Assist in coordinating project activities and tasks, which includes project chronicling, health research, collateral development, grant requests and reporting, etc.
- Interpret engagement results (both open-response and quantitative), demographic information, mapping results, and other necessary analytical tools

- Provide input and support for urban and landscape design as part of the larger collaborative Team
- Attend board, committee and partner meetings as requested
- Act as spokesperson or prepare appropriate spokesperson for any meetings with community and provide all supporting materials needed
- Support events and activities of other TTF employees by attending and helping as needed

#### *Equitable Engagement*

- Administer the Equitable Engagement Consultant Team contract
- Bridge community outreach efforts between Equitable Engagement Consultant with all teams to ensure inclusive representation
- Define, with Equitable Engagement Contractor Team, the parameters and support for a successful equitable engagement program
- Manage the budget, invoicing, and timeline for the Equitable Engagement Contractor Team
- Attend meetings between the Engagement Contractor Team and stakeholders on behalf of TTF
- Track and report on engagement goals and actions to TTF's Project Team and Board of Directors

#### *Outreach Strategy & Education Campaign*

- Assist in developing target audiences and a calendar of events that will engage, educate, and involve the public with the project in a positive way
- Maintain a log of inquiries and requests for materials, presentations, etc.
- Act as spokesperson or prepare appropriate spokesperson for any outreach meetings or presentations
- Coordinate and assist with the development of materials and content that are appropriate for the various audiences in support of education and involvement
- Advise and support the Marketing Manager to effectively leverage social platforms and website by creating content and executing outreach activities
- Advise and support the Director of Development and Communications to effectively communicate with current and prospective donors
- Track and report on outreach goals and actions to the Project Team and Board of Directors

#### **Qualifications**

- Bachelor's degree and a minimum of 2 years of experience and/or a master's degree in the fields of Urban Planning, Sustainable Development, etc.
- Masters' degree is preferred but not necessary
- Strong knowledge base of engagement strategies and other planning principles and practices
- Excellence in verbal, written and graphic communications
- Holistic and strategic thinker, self-starter
- Proven experience and solid understanding of working with the public sector
- Ability to work independently, solve problems and collaborate with colleagues/peers
- Proficiency in technological skills to track and assessment engagement/outreach efforts
- Technical skills, including MS Office Suite, Geographic Information Systems (GIS), Adobe Photoshop, and Adobe InDesign

Interested candidates may submit a cover letter with contact information, resume and salary requirements to [lannie@texastrees.org](mailto:lannie@texastrees.org). Only those whose applications are under consideration will be contacted. No phone calls please.

*Texas Trees Foundation is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.*