

## Planning and Knowledge Capture Coordinator

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**Temporary, hourly paid position through June 2018**

**This position will be full-time (40 hours/week). The candidate must be based in New York City (the work will be based in the Bronx) or must be willing to relocate for the duration of the position.**

### Job Description

#### *Overview:*

MIT Community Innovators Lab is seeking a Planning and Knowledge Capture Coordinator with strong GIS skills to work as part of a team coordinating anti-displacement and equitable development efforts in the Bronx, New York, with the Bronx Cooperative Development Initiative (BCDI). BCDI is a network of grassroots leaders, anchor institutions, elected officials, and finance partners who are working together to achieve a sustainable, equitable, and democratic economy in the Bronx.

#### *Background:*

MIT Community Innovators Lab (CoLab) is a center for planning and development within the MIT Department of Urban Studies and Planning. CoLab supports the development and use of knowledge from excluded communities to deepen civic engagement, improve community practice, inform policy, mobilize community assets, and generate shared wealth. CoLab joined BCDI in 2011 following a yearlong community engagement process led by Bronx-based institutions, grassroots organizations, and civic leaders.

#### *Opportunity:*

CoLab is seeking an individual with relevant interests and expertise to spearhead knowledge capture and production, including mapping and analysis, with respect to development without displacement work in the Bronx, as part of a yearlong Equitable Development project. As part of the BCDI team, this person will explore, document, and synthesize: current work happening across the Bronx to resist and organize around gentrification; new processes that include coordinating and strategizing with community partners and others engaged in anti-displacement and equitable development work; and developing knowledge and other products that will situate anti-displacement work in the Bronx as a model for other cities and communities in the United States dealing with similar development pressures.

This position will help build the foundation for BCDI's broader economic development strategy in the borough. Additional responsibilities will include documentation and synthesis of lessons learned and their implications for broader application in the movement for economic democracy.

The person will work closely with BCDI staff leading coordination and implementation, as well as with a coalition of community partners, non-profit developers, and other stakeholders engaged in this work.

*Qualifications:*

Applicants should be self-motivated with strong interpersonal skills and a demonstrated interest in knowledge capture and learning, as well as planning and development. Responsibilities include observing and documenting BCDI partner activities and convenings; documenting and synthesizing key lessons and insights learned; and developing knowledge products, including producing maps and conducting analysis on an ongoing basis.

Candidates with the following skills and areas of expertise are encouraged to apply:

- City Planning
- Familiarity with debates and research in the areas of real estate development, community economic development, and gentrification
- Experience working in underserved communities
- Excellent written, verbal, and analytical skills
- Experienced with GIS (or similar) software and technology
- Experience with design software (Adobe Creative Cloud)
- Experience with knowledge capture and synthesis work
- Deep listening skills
- Reflective Practice
- Facilitation

Master's Degree preferred or equivalent work experience.

This is a temporary, full-time, hourly paid position. The candidate must be based in New York City or must be willing to relocate for the duration of the position.

MIT CoLab is an equal opportunity employer. People of color, women, people with disabilities, LGBTQ individuals, and veterans are strongly encouraged to apply.

*Compensation:*

Compensation is competitive and commensurate with qualifications and experience.

*Application Process:*

To apply for this position, send a resume, cover letter, and examples of relevant work, including writing samples, maps, and formatted reports, to Katherine Mella at [kmella@mit.edu](mailto:kmella@mit.edu). We are actively receiving applications and will invite selected applicants to interview on a rolling basis.