

Position: Community Engagement Coordinator

Terms: Full-time

Job Location: Detroit, MI

Position Availability: Immediately

About The Platform:

The Platform was launched in February 2016, focused on becoming a driving force in the rebuilding of Detroit. We are committed to inclusive development, working solely within the city of Detroit and across neighborhoods from center city to the westside and eastside. Our team has decades of experience and a legacy of successful developments in Detroit. Our vision includes quality residential, commercial and retail opportunities. We develop in ways that honor and contribute to Detroit's existing social and physical fabric with the goal of creating places and spaces in Detroit that bring people together. Our mission embraces revitalizing neighborhoods, inspiring the next generation and using design as a tool to make Detroit a great place to live.

Job description:

The Platform is committed to strengthening its community engagement initiatives in order to increase our impact in the neighborhoods we develop in. The Community Engagement Coordinator will help implement, manage, and evaluate The Platform's community engagement strategy and work across our portfolio to represent our development projects and promote The Platform's mission. The Community Engagement Coordinator will become the main representative of community relations and be responsible for furthering The Platform's relationships through active participation and communication with neighborhood residents, stakeholders, and relevant organizations. The Community Engagement Coordinator will be an active member of The Platform's Diversity & Inclusion Committee and work closely with both the Development Team and the Marketing & Communications team.

Responsibilities include:

1. Implement, manage, and evaluate The Platform's community engagement strategy on a project-by-project basis
2. Identify, recruit, and build relationships with Detroit residents, community stakeholders, neighborhood CDCs, and relevant organizations to promote The Platform's developments and mission
3. Facilitate community meeting series with neighborhood residents, community stakeholders, and government leaders to share updates and receive feedback on The Platform developments
4. Communicate to senior management community responses and concerns and implement new programs and strategies in response to resident and management input
5. Build and maintain a database of relevant contacts and a tracking system of engagement initiatives and development activities to measure and report success on a project-by-project basis
6. Assist the development team with required government approvals, obtaining public subsidies, and maintaining or influencing policy that affect The Platform's developments and mission by participating, when required, in the following activities:
 - Community Benefit Agreements
 - Community Benefits Ordinance process
 - Civil Rights, Inclusion & Opportunity Department (CRIO) compliance
 - Executive Order reporting process
 - City of Detroit Affordability requirements for multi-family projects
 - Other city, county, and state requirements as identified

7. Support and promote community programming initiatives and events related to The Platform developments
8. Seek information and remain informed on relevant news, events, and trends that impact The Platform's mission, current developments, and future opportunities
9. Support media relation efforts related to community engagement roles
10. Organize company-wide volunteer initiatives
11. Additional tasks as required

Qualifications:

We are looking for energy, strong communication skills, high collaboration and teamwork, accountability, and an eagerness to learn. To do this job, and do it well, you must be able to hit the ground running with initial instruction and execute on tasks with strong quality in a timely manner.

1. A strong passion for Detroit and an understanding of its history and neighborhoods
 - A Detroit resident is preferred
2. A background in commercial real estate or experience in community and economic development with an understanding of the Detroit landscape
 - Experience working with Detroit based business and residents is preferred
 - Experience working with state, county, city and other local leaders is preferred
3. Exceptional organizational, communication, and writing skills
4. Ability to support multiple projects simultaneously and prioritize competing demands in a fast-paced environment
5. Self-motivation and strong problem-solving skills
6. Proficient in Microsoft Office suite – especially Word, Excel, and PowerPoint
7. Bachelor's degree
 - Communications, public policy or community organizing related field preferred
8. Minimum of 5 years of professional experience

To apply:

Please send your resume to info@theplatform.city.