



Project Coordinator The Urban Equity Collaborative

The University of Maryland's [Urban Equity Collaborative](#) (UEC) is seeking a highly motivated Project Coordinator. The collaborative seeks to strengthen community-based institutions and the work of community activists around issues of urban inequality. It aims to incubate and disseminate durable research and policy strategies that promote economic, racial, and gender justice and shifts power towards communities on the frontlines of struggle.

The collaborative's work will focus on issues of dispossession and displacement, and specifically issues of affordable housing access, immigrant rights, and small business displacement. Through capacity and knowledge exchange with communities, the Urban Equity Collaborative leverages the collective expertise of university researchers in the service of community-led work. A unique feature of this initiative is its community fellows program where community leaders, including community-based organizational representatives, organizers, and activists, are invited to become researchers-in-residence. Further information about the initiative can be found below.

The Project Coordinator will support and report to the Director, [Dr. Willow Lung-Amam](#), and Co-Principal Investigators, [Dr. Nancy Mirabal](#) and [Dr. Devon Payne-Sturges](#). The Project Coordinator will also coordinate and facilitate the activities of support staff, consultants, community fellows, graduate fellows, and collaborative members. The collaborative is housed in the School of Architecture, Planning, and Preservation.

The intended term of the position is 1.5 years based on agreed upon benchmarks of accomplishment, with an option for renewal dependent upon funding and other factors. This is a full-time, salaried University of Maryland, exempt, Contingent II staff position. Benefits include healthcare, retirement, and university tuition remission. This position can largely be fulfilled remotely via telework. However, the Project Coordinator must be available to attend occasional in-person, on-campus events or meetings, as needed.

Essential Duties and Responsibilities

- Project Management
 - Monitoring and managing implementation of all project-related tasks.
 - Assistance in establishing and maintaining key project infrastructure, including the project website, databases, project management software, and communication channels.
- Personnel Management



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- Managing and coordination with key project personnel, including graduate student staff, consultants, and collaborative affiliates or members.
- Supporting project team and consultants in organizing and facilitating information sharing among collaborative in online and in-person meetings.
- Event Coordination
 - Coordinating regular meetings among core project teams and other project partners.
 - Assembling regular working groups and webinars, including assistance with agendas, food, and other logistics.
- Research and Evaluation Support
 - Assisting core project team and other community fellows in publishing project reports and articles.
 - Assisting the project team in evaluating the impact of the project.
 - Facilitating collection of secondary and primary data, including interviews and surveys.
- Project Communication and Funding
 - Assistance in launching and managing project communication and media promotion, including social media channels, website, and listserv.
 - Assisting in grant applications for ongoing project funding.

Minimum Qualifications

Applicants must possess a bachelor's degree (B.A., B.S.). Applicants should have excellent organizational and communication skills (oral and written), logistics and project management experience, strong budget development and oversight skills, proficiency in Microsoft Office (Word, Excel, Outlook) and enthusiasm for multidisciplinary research collaborations and commitment to racial and economic equity and justice.

Preferred Job Qualifications

- A master's degree (M.A, MPH, M.S.) in public administration, organizational management, or related field or a combination of bachelor's degree with two years relevant experience.
- Experience leading cross-sector, multi-year projects in large organizational settings.
- Superb project management skills and expertise, including experience working with and coordinating large teams of up to 50 collaborators.
- Experience coordinating in-person and virtual events.
- Proficiency with a wide variety of software and systems for project and database management, and/or event management systems.
- Fundraising or grant writing experience.



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- Experience managing communication and media campaigns, including familiarity with traditional and social media platforms.
- Experience related to invoicing, financial management, and accounting.
- Substantive knowledge related to housing, small businesses, rights, racial inequality, immigration, public policy, urban planning, economic development and/or redevelopment.
- Excellent written and verbal communication skills.
- Non-English language speaking and writing abilities, especially Spanish.
- People that identify with historically marginalized groups based on gender, race, ethnicity, and nationality are especially encouraged to apply.

About the Project

Cities have never been more important. By 2050, 89% of the U.S. and 68% of the world's population are projected to live in urban areas. Cities are also at the center of various grand challenges: affordable housing, widespread gentrification, persistent racial segregation, deepening economic inequality, decreased public school funding and infrastructure, police violence, and the cascading impacts of climate change resulting in increasing environmental health risks.

Inequality is growing in most cities. Racial segregation grew in all major U.S. cities over the last decade. The majority of White Americans live in the most advantaged neighborhoods with good schools, employment opportunities, and networks that propel their economic and social mobility. Black and Brown residents disproportionately live in neighborhoods where they encounter health disparities, environmental racism, food deserts, concentrated poverty and crime that threaten their lives and livelihoods. Urban problems are so concentrated that Zip Codes are now one of the major indicators of economic mobility, health and well-being, educational outcomes, and social capital. Where you live determines everything. To date, they have also defied enduring solutions and equitable outcomes from both research and policy perspectives.

Effective responses to the challenges confronting urban environments, require an intersectional and collaborative approach that consider race, class, gender, ethnicity, and sexuality as critical factors in understanding the problems affecting cities today. The Urban Equity Collaborative (UEC) is grounded within a larger university-community based model that allows academics to work equitably in partnership, and over the long-term, with community leaders.



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The collaborative's mission is to strengthen community-based institutions, leaders, and organizing around critical issues of urban inequality and to incubate and disseminate durable research and policy strategies that shift power towards economic, racial, and gender justice and communities on the frontlines of struggle.

We are committed to an intersectional, multidisciplinary, and collaborative approach to action research and collective inquiry that upholds equitable university-community partnerships and supports capacity exchange. We aim to build deep partnerships with community advocates and organizations, leverage university resources and relationships, and co-create and uplift equitable strategies to tackle urban problems that amplify community work, power, and voice.

The main activities of the collaborative are:

Collaborative Research: The collaborative produces faculty and student-led research that advances policy and community action on critical urban problems. Our scholarly work is also translated into policy briefs and white papers that directly inform local issues.

Community Fellows: The community fellows program is a central part of our work and mission. The program is designed to provide a space where community leaders are afforded the opportunity, resources, and time to develop and strengthen their capabilities for community-based work and social change. Community leaders may be activists, researchers, or organizers whose work identifies and helps communities to combat local problems in the DC metropolitan region and communities throughout the state of Maryland.

Graduate Fellows: The collaborative supports multiple graduate students who collaborate on center and community fellow research, and support center administration and activities. It also supports interdisciplinary learning opportunities that prepare students to employ intersectional approaches and skills needed to address issues of urban inequality.

Working Groups: Working groups are made up of collaborative leaders, graduate fellows, community fellows, and other UMD faculty and students with allied interests. They meet on a bimonthly basis to share challenges, successes, strategies, and resources. Working groups also serve as a platform to advance and inform center research and community fellow projects.

Seminar Series: Our quarterly seminar series serves as an opportunity to highlight the work of community and graduate fellows and to train fellows in action research and policy advocacy.



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The Urban Equity Collaborative is a place where scholars, students, and community leaders come together to identify problems through multidisciplinary, intersectional lenses and co-develop creative and lasting solutions to the critical challenges of urban inequality.

Apply

Interested candidates should upload a letter of interest (3 page maximum), resume, and references to <https://ejobs.umd.edu/postings/106096>. The position is open immediately and will remain open until filled. For best consideration, please apply by **May 1, 2023**. Applicants will be reviewed on a rolling basis. Interested applicants are encouraged to apply as soon as possible.

Salary Range: \$60,160 - \$75,150 + benefits (as described above).