

Job Description

Lincoln Park Revitalization Coordinator

Job Summary: The Lincoln Park Revitalization Coordinator works to revitalize and redevelop the Lincoln Park neighborhood, one of the City of Fort Pierce's oldest historic communities.

This job will in part entail carrying out the City of Fort Pierce's "Creative Placemaking Initiative" for Lincoln Park, which is defined as "Partnering with public, private, non-for-profit, and community sectors to strategically shape the physical and social character of a neighborhood around arts and cultural activities."

Major Duties:

- Assist with the development and oversight of programs and projects to physically improve Lincoln Park properties;
- Provide development, coordination and oversight for all City-sponsored events, programs and projects within the Lincoln Park neighborhood;
- Build, foster, nurture and maintain professional relationships with Lincoln Park merchants and citizens; assist small business owners toward increasing their capacity and sustainability;
- Assist in the creation and implementation of the City's Arts and Culture Master Plan in relation to events, programs and projects in Lincoln Park. This will involve enhancing partnerships and improving Lincoln Park cultural heritage amenities, including Hurston and Highwaymen trails and related assets and events to increase tourism and economic viability;
- Assist with development and implementation of strategies to attract businesses to Lincoln Park; participate in development negotiations;
- Develop and maintain inventory of Lincoln Park businesses;
- Collaborate with City staff to develop affordable housing strategies to address the shortfall of decent, reasonably priced housing in Lincoln Park, which will encourage private investment and residential growth; and
- Make recommendations and participate in strategic planning to improve Lincoln Park design, signage, traffic management, pedestrian walkability, bike connectivity and related infrastructure.

Knowledge and Skills Required for this Position:

- Knowledge of City's history and demographics;
- Skill in dealing with the public and private enterprises;
- Skill in oral and written communication;
- Ability to operate and utilize computer systems, software, and the internet in the performance of duties;
- Ability to network and develop relationships with the Lincoln Park and Fort Pierce business community at large;

- Ability to coordinate and manage a number of projects simultaneously using effective time management and problem solving techniques;
- Ability to work independently and follow through on assignments with minimal direction;
- Ability to write reports clearly and in a professional manner while conveying technical information to the general public;
- Ability to establish and maintain effective working relationships with City personnel and the public.

Supervisory Controls: The position is under direct supervision of the Manager of the Department of Urban Redevelopment and reports to the Manager of Urban Redevelopment and the Fort Pierce City Manager who is the Director of the Fort Pierce Redevelopment Agency.

Complexity: Work requires analysis and judgment in accomplishing diverse duties and the exercise of creative independent thinking within the limits of guidelines, policies, standards, and precedents.

Scope and Effect: The purpose of this position is to lead revitalization and redevelop efforts in the Lincoln Park neighborhood, assist with the development and implementation of physical improvements to Lincoln Park, and provide oversight for all City-sponsored events and programs within the Lincoln Park neighborhood.

Work Environment: The work is typically performed in the office, located at Fort Pierce City Hall and throughout the Lincoln Park community.

Supervisory and Personnel Management Responsibility: None.

Minimum Qualifications: Bachelor's Degree in Business, Economics, Management, or Economic Development; five (5) years of experience in volunteering or in paid positions involving special event planning, community development or economic development activities; valid State of Florida Driver's License; equivalent combination of education and experience.