



**Job Title: Planning Coordinator**

**Location: Los Angeles, CA**

**Organization: Kounkuey Design Initiative (KDI)**

**Job Opening: ASAP**

**Closing date: When Filled**

**Kounkuey Design Initiative** is currently seeking a Planning Coordinator to add to our growing team of about 15 staff in Los Angeles, CA. This is a fantastic opportunity for a highly motivated and creative self-starter to work directly with under-resourced communities throughout Southern California on community-driven development. The position is based in our downtown Los Angeles office, but requires frequent travel to our projects in the Eastern Coachella Valley and other areas in Southern California.

**Job Description:**

The Planning Coordinator will work closely with the Planning and Design Departments to develop, implement, and lead our participatory design process, economic and social development programs, and site planning on various public space projects in the Southern California region. The Planning Coordinator reports directly to KDI's Planning Director.

**Qualifications:**

- Bilingual in English and Spanish (verbal and written)
- Masters degree in Urban Planning or related field
- 3+ years working experience in community development, economic development, or urban planning
- 1+ years working with underserved communities
- Proven track record of successful project management
- Excellent communication and public speaking skills
- Excellent writing and analytical abilities
- Strong graphic skills and command of Adobe Creative Suite and GIS preferred
- Strong commitment to social and environmental justice

**Salary commensurate with experience.**

**How to Apply:**

Send electronic copy of cover letter, resume, writing sample and three (3) references— portfolio optional but preferred— to: [LAJobs@kounkuey.org](mailto:LAJobs@kounkuey.org)

**Subject heading: Planning Coordinator: Your Name**

**About KDI:**

KDI is a non-profit design and community development organization. We collaborate with under-resourced communities to advance equity and activate the unrealized potential in neighborhoods and cities. We accomplish this mission through advocacy, research, planning, and built works.

We have been recognized for our innovative approach to poverty alleviation by notable institutions such as The Rockefeller Foundation, UN-Habitat, The California Endowment, Ashoka Changemakers, American Express, Annenberg Alchemy, Smithsonian Institute, IDEO, Echoing Green, The Atlantic Renewal Project, and UN/Dubai and Swiss Re Foundation.

All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.