

JOB ANNOUNCEMENT

Planning and Operations Associate/ Special Assistant to the President

The Crystal City Business Improvement District (BID) is seeking a creative, entrepreneurial, and team-oriented individual to serve as **Planning and Operations Associate/Special Assistant to the President**. This is an exciting new position and generalist role that will support the programmatic implementation of the BID's recently completed strategic plan framework, which lays out a vision for Crystal City and the broader National Landing area that supports the area's continued transformation into a vibrant, mixed-use urban center.

About the Job

This entry level position will be engaged in a range of projects spanning the breadth of the BID's work across various service areas, with an emphasis on planning and operations. The position will also provide high level administrative and programmatic support to the BID's President. This is a great opportunity for a highly motivated planning, community development, real estate or design professional who welcomes work in a collaborative environment to join a growing, high-energy team. Responsibilities include:

- Conducting research and overseeing development database management
- Supporting placemaking, public realm improvement efforts, and landscape maintenance contracts throughout the BID area
- Tracking proposed changes to local policies and regulations as related to the BID for transportation, public space, and economic development.
- Providing event and logistics support for Crystal City BID programming & events
- Supporting the Executive Director & President with special projects and communications
- Other duties as assigned

Qualifications:

- Bachelor's Degree in real estate, planning, architecture, design or a related field, preferred
- 2+ years of relevant work experience
- Excited about Crystal City, urbanism, planning, real estate, and placemaking
- Strong project management skills and able to work independently and as part of a team
- Exceptional written and verbal communication skills
- Excellent research and analytical skills
- Flexible and adaptive - interested in a range of subjects and participating in both office and events-related activities
- Strong organizational skills, with ability to handle multiple projects simultaneously
- Strong interpersonal skills
- Ability to work in a dynamic, flexible and fast-paced environment
- Reliable, energetic, and self-motivated to deliver high-quality work
- Familiarity with local government and not-for-profit sector preferred
- Strong graphic presentation and visualization skills (Adobe Suite, PowerPoint)
- Mastery of the MS Office Suite

The Crystal City BID offers competitive salaries, excellent benefits, and a convenient Metro accessible location. The BID is an Equal Opportunity Employer. It is our policy to recruit, hire, train, and promote individuals in all job titles, and administer all programs, without regard to race, color, religion, creed, age, sex, national origin or ancestry, protected veteran status, perceived disability, or status as a qualified individual with a disability, or any other category protected under applicable laws. The BID celebrates diversity and is committed to creating an inclusive workplace environment.

To apply, please send a resume and cover letter stating your interest in the role to Kyle Easter at keaster@crystalcity.org with "Associate" in the subject line. Applicants are encouraged to submit as early as possible as the BID will be vetting candidates and interviewing on a rolling basis as applications are received. Those applicants requiring accommodation related to the application and/or review process should notify Kyle Easter at keaster@crystalcity.org. No calls or walk-ins, please.

About the Crystal City BID

The Crystal City Business Improvement District (BID) is a non-profit organization established as a public-private partnership with Arlington County to promote the vibrancy of Crystal City and is funded by a special tax paid by property owners within the BID's boundaries. The Crystal City area is experiencing an exciting transformation with billions committed in public and private investment, Amazon's selection as a second headquarters location, and a thriving residential, hotel, and business community. The BID is strengthening the experience and identity of Crystal City through placemaking, public art, transportation, economic development, events, and marketing/promotion.