



Project Coordinator, Lid I-5 Feasibility Study
3-year Temporary Term-Limited (TLT)

Organization: The U District Partnership
Job Title: Project Coordinator, Lid I-5 Feasibility Study
Reports to: Urban Vitality Manager
Position Type: 3-year Temporary Term-Limited (TLT), full-time, hourly
Location: In-person: at UDP's office in the U District or on-site in the neighborhood at events
Timing Typically 40 hours per week, with occasional evenings and weekends
Duration: Sep 2026 - Sep 2029
Compensation: \$32.50 - \$41.50 Hourly

About The U District Partnership

The [U District Partnership](#) (UDP) is a nonprofit 501(c)(3) organization with a mission to serve all who work in, live in, and visit Seattle's University District by improving and promoting the neighborhood's vibrancy through advocacy, public safety, cleaning, economic development, placemaking, events, marketing, and social services. UDP is an independent nonprofit organization that is also partially funded by the U District Business Improvement Area (UDBIA).

The U District Partnership (UDP) is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and participants. UDP encourages all interested persons to apply regardless of age, race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, veteran, or disability status.

About the Position

The U District Partnership is seeking an organized, proactive and collaborative Project Coordinator to support the Lid I-5 North Feasibility Study—a federally funded planning initiative exploring opportunities to reconnect neighborhoods divided by Interstate 5 between NE 45th Street and NE 50th Street.

This is a unique opportunity to be a part of one of Seattle's most significant long-term planning efforts, working alongside community leaders, public agencies, and technical experts to explore how Interstate 5 could be transformed from a barrier into a connector between neighborhoods.

Working closely with the Urban Vitality Manager, the Project Coordinator will oversee the day-to-day coordination and administrative operations of this complex, multi-year initiative. The role will support project management, consultant coordination, public engagement, grant administration, and collaboration among numerous public agencies, community organizations, and project partners.

Serving as the organizational hub for the project, the Project Coordinator will help ensure work stays on schedule, meetings and public engagement activities are well coordinated, project information is organized and accessible, grant requirements are met, and communication flows

effectively among project partners and stakeholders. This position requires someone who enjoys managing multiple priorities, building relationships, solving problems, and creating systems that keep complex projects moving forward.

The ideal candidate is highly organized, detail-oriented, and comfortable working in a collaborative environment with diverse stakeholders. They are an effective communicator who takes initiative, exercises sound judgment, and enjoys supporting projects that have a meaningful and lasting impact on the community.

This position is based primarily in person at the U District Partnership office and at project meetings and community events throughout the neighborhood. The schedule generally follows standard business hours, with occasional evening and weekend meetings and public engagement events.

Duties & Responsibilities

The Project Coordinator will support the Lid I-5 North Feasibility Study through coordination, communications, and administrative support. Responsibilities include:

Project Coordination

- Maintain project work plans, schedules, milestones, documentation, and action-item trackers, ensuring timely follow up on decisions
- Coordinate and track consultant deliverables, contract administration, invoice processing, and budget tracking
- Support preparation of meeting agendas, presentations, meeting summaries, and implement of project management systems

Grant & Contract Administration

- Maintain documentation, reporting, reimbursement requests, and recordkeeping required for federal grant compliance
- Organize and maintain project files and administrative records throughout the life of the project

Community Engagement & Communications

- Coordinate logistics for advisory committee meetings, public workshops, open houses, and stakeholder meetings.
- Support outreach to neighborhood organizations, businesses, residents, public agencies, and community partners
- Maintain stakeholder databases, contact lists, calendars, and communication records
- Support preparation of newsletters, project updates, website content, and other public communications
- Respond to questions from project partners and community members, and track and document community feedback for incorporation into project processes.

Core Competencies

- **Exceptional Communication:** Excellent written and verbal communication skills, with the ability to communicate effectively with public agencies, consultants, community members, and diverse stakeholder groups.
- **Project Coordination & Organization:** Highly organized with exceptional attention to detail and the ability to manage multiple workstreams, priorities, deadlines, and competing demands in a

complex project environment.

- **Initiative & Accountability:** Proactive, dependable, and self-directed, with the ability to anticipate needs, take initiative, and follow projects through to completion with minimal supervision.
- **Relationship Building & Collaboration:** Skilled at building positive working relationships and collaborating with diverse partners, including public agencies, consultants, community organizations, elected officials, and residents.
- **Critical Thinking & Problem Solving:** Thoughtful, resourceful, and solutions-oriented, with sound judgment and the ability to identify challenges, recommend solutions, and adapt to changing project needs.
- **Project Management Mindset:** Comfortable developing systems, tracking progress, maintaining accurate documentation, and ensuring deadlines, action items, and deliverables are completed on schedule.
- **Adaptability & Flexibility:** Thrives in a dynamic environment, balancing multiple priorities while remaining organized, responsive, and focused on achieving project goals.
- **Commitment to Public Service:** Demonstrates professionalism, integrity, and a commitment to supporting inclusive community engagement and delivering high-quality public-facing work.

Desired Skills & Experience

- Bachelor's degree in planning, public administration, communications, nonprofit management, business administration, or a related field, or an equivalent combination of education and experience.
- Three or more years of progressively responsible experience supporting complex projects, capital projects, public-sector initiatives, grant-funded programs, or multidisciplinary teams.
- Experience working with multiple stakeholders or partner organizations, including coordination of formal meeting materials.
- Proficiency with Microsoft Office required; Adobe Creative Suite, Canva, and project management software is highly desired.

Benefits

- Employer-paid medical and dental
- Paid time-off
- Employer-paid ORCA card
- Retirement plan with 3% employer match
- Life and disability insurance

How to Apply

Interested candidates should send a resume and cover letter to jobs@udistrictpartnership.org about why this role appeals to you and how your experience is relevant. Applications will be reviewed upon submission, with priority to those received by **August 12, 2026**.

Please include “**Lid I-5 Project Coordinator - Your Name**” in the subject line and ensure that all attachments are sent as PDFs, each labeled with your name (e.g. **Coverletter_YourName.pdf**, **Resume_YourName.pdf**).