



Program Coordinator

Organization:	The U District Partnership
Job Title:	Program Coordinator
Reports to:	Economic Development Manager
Position Type:	Full-time, Non-Exempt
Timing:	40 Hours Per Week
Compensation:	\$69,000 - \$81,000

About The U District Partnership

The U District Partnership (UDP) is a nonprofit 501(c)(3) organization dedicated to fostering a vibrant, diverse, and healthy neighborhood for everyone who works, lives in, and visits Seattle's University District. The U District itself is home to nearly 40,000 residents and welcomes nearly 50,000 UW students and 28,000 UW faculty and staff every day. UDP serves as both a voice and a steward for the community, delivering services across a range of program areas: economic development, placemaking and urban planning, cleaning, public safety, homeless outreach, marketing, and events. In addition to grants and sponsorships, we are partially funded by the U District Business Improvement Area (UDBIA) fund, which was reestablished by City ordinance in 2020 and amended in 2025.

About the Program Coordinator Position

As the Program Coordinator, you will join an organization with more than a century of history serving Seattle's University District. Reporting to the Economic Development Manager, you will collaborate with a dynamic team and community stakeholders to support the vibrancy and economic health of the U District. The ideal candidate thrives in a team environment, enjoys building meaningful relationships, and is organized, self-directed, curious, and energized by community work.

The Program Coordinator will provide support across UDP programs and initiatives, with a particular focus on economic development, placemaking, and events. The role will contribute to large-scale event coordination, data collection and conditions tracking, business outreach and engagement, and other projects that support the U District community. The role requires a combination of analytical, organizational, and interpersonal skills, as well as the ability to work across a variety of projects and priorities.

Key Roles and Responsibilities

The following roles and responsibilities are key components of this position:

- *Business Landscape Database Maintenance* – In collaboration with the Economic Development Manager, you will collect and track small business information and

economic trends to support periodic reporting and maintain the U District Business Landscape Database. This includes identifying new businesses and business closures and maintaining key information about businesses and ground-floor tenants throughout the U District.

- *Data Tracking and Reporting* – You will support the collection and management of on-the-ground data used to evaluate UDP programs and track neighborhood conditions over time. This includes tracking public realm conditions, neighborhood cleaning and safety efforts, and economic indicators. You will assist the Economic Development Manager and other staff with the visualization and reporting of this data.
- *Festivals, Activations, and Small Business Promotions* – The Program Coordinator will support the team in executing a range of neighborhood small business promotions and established Seattle festivals throughout the year including: the U District Cherry Blossom Festival, the U District Street Fair, Seattle Boba Fest, and the U District Chow Down & Street Party. Responsibilities may include conducting business and vendor outreach and recruitment, distributing event promotional materials, supporting public realm programming, and providing day-of event staffing and support.
- *Community & Business Engagement* – You will assist the Economic Development Manager and UDP team in building and maintaining relationships with local businesses, property owners, community organizations, and other stakeholders. Responsibilities may include conducting business outreach and surveys, supporting networking events and community meetings, and assisting with other stakeholder engagement initiatives.
- *Cross-Program Support* – You will collaborate with staff across UDP programs to support organization-wide initiatives and priorities. The Program Coordinator may contribute to projects related to economic development, placemaking, events, public space, communications, public safety, and other areas based on organizational needs and priorities.

Core Competencies & Qualifications

As a strong candidate for this position, you would likely have the following core competencies and qualifications:

- *Experience & Education* – A two- or four-year degree in an applicable field, such as economics, communications, urban planning, social sciences, or a related discipline, and at least one year of progressively responsible experience in community organizing, event coordination, economic development, urban planning, placemaking, or a related field.
- *Communication* – Excellent verbal and written communication skills; attention to detail and proven experience developing accurate written materials.
- *Knowledge* – Familiarity with local economic and community development programs and concepts. Strong interest in community engagement, local economic development, small businesses, and urban planning.
- *Organization* – Demonstrated project management skills, sound judgment, and creative problem-solving abilities. Proactive communication when competing priorities create challenges and work collaboratively to identify solutions.

- *Flexibility* – Ability to work occasional weekends or evenings to support U District events, community engagement, and neighborhood promotions as needed.
- *Customer Service & Collaboration* – Ability to build positive, respectful relationships with people from a wide range of backgrounds and with diverse interests. Works well both independently and as part of a team, and is comfortable collaborating with external stakeholders and community members. Experience working with stakeholders who do not speak English as their native language is a plus.
- *Technological Proficiency* – Strong analytical and reporting skills, with the ability to look at large-scale data and make assessments. Ability to use the Google Workspace, including proficiency in Google Sheets and/or Microsoft Excel. Proficiency with ArcGIS/Esri, R/Stata/Python, Canva, and Adobe Creative Suite are a plus, but not required.

Compensation & Benefits

- Salary range: \$69,000 - \$81,000 (depending on experience)
- 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

As an Equal Opportunity Employer we celebrate diversity and are committed to creating an inclusive environment for all employees and participants. We encourage all interested persons to apply regardless of age, race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, veteran, or disability status. If you are passionate about community development and eager to make a significant impact, we want to hear from you, and invite you to apply and be part of our dynamic team.

Please send your resume with a cover letter to jobs@udistrictpartnership.org by Friday, October 23rd at 5:00 pm. In the subject line, please include the following information: "Program Coordinator - [Your Name]" and ensure that all attachments are sent as PDFs, each labeled clearly with your name. The position will be open until filled.