



RUDY BRUNER AWARD FOR URBAN EXCELLENCE

Program Coordinator

June 3, 2015

Position Overview

The [Bruner Foundation](#) in Cambridge, MA is seeking a Program Coordinator for its [Rudy Bruner Award for Urban Excellence \(RBA\)](#). This position will work collaboratively with the Program Director to produce the biennial award and annual [Bruner-Loeb Forum](#), developing and implementing strategies to increase awareness of the award and access to its resources. The position will be responsible for coordinating day-to-day activities of the award program including its communications and database and information systems. The position is part-time, hours negotiable, involves some travel, and will provide the candidate with excellent networking opportunities.

Key Responsibilities:

Program Administration and Coordination

- Assisting Program Director with the development and production of biennial RBA and annual Bruner-Loeb Forum, including related events and publications
- Coordinating biennial RBA activities including Call for Entries, online application and submissions, selection committee meetings, consultant contracts, award events, and publication
- Managing and improving the organizational database to enhance its capacity as a communications and content management resource and tool
- Maintaining organizational systems files, financial and legal records, and archives
- Coordinating and scheduling meetings and travel

Communications

- Creating and implementing new strategies to engage existing constituency and new audiences
- Coordinating communications for new and existing digital and print platforms such as e-blasts, newsletter, social media, and website, including developing, writing, and posting content.
- Writing and coordinating press releases with support from communications consultant; and
- Special projects and other tasks as assigned.

Qualifications:

- College degree or equivalent; 3-5 years' of related experience in event planning and program coordination; experience with design, architecture/urban planning, or related field a plus
- Strong oral and written communication skills, demonstrated organizational and strategic thinking, including ability to identify, collect, organize and synthesize information from a variety of sources
- Collaborative, participative, team player; ability to balance different personalities and working styles
- Proficiency in Microsoft Office Suite, database software, email marketing services, website design/content management, and social media platforms; familiarity with graphic design, mapping programs, and Photoshop a plus

Applicants should submit a brief cover letter, resume and samples of written work or portfolio via email to info@brunerfoundation.org.