

# BORA



## Community Design Engagement Coordinator

Bora Architecture & Interiors is seeking a Community Design Engagement Coordinator to join our architectural practice. This role supports multiple project teams in facilitating community engagement efforts across various building projects, with a focus on spatial equity, design justice, and climate justice. The ideal candidate is a motivated individual passionate about social impact through design and possesses strong cultural competence, with experience in placemaking and engaging underserved and vulnerable communities throughout the design process.

### Qualifications

- BA or BS degree from an accredited institution, with 1-2 years of related work experience
- Experience engaging diverse populations and cultivating and maintaining positive working relationships
- Familiarity with social justice frameworks, including DEI, design justice, critical race theory, trauma-informed care, universal design
- Excellent written and verbal communication skills
- Strong graphic design skills to effectively convey ideas visually through the creation of flyers, slideshows, and reports, with the ability to produce compelling presentations
- Proficient in Google Drive, Docs, and Sheets; Microsoft Office; Miro; and Adobe Creative Suite
- Can manage multiple priorities while maintaining attention to detail
- Ability to attend community engagement project activities during evenings and weekends
- Background in planning, urban design, graphic, interior or architecture is a plus but not required
- Bilingual skills in Spanish are highly desirable

### Roles and Responsibilities

- Assist project leadership in organizing and facilitating community engagement activities including, but not limited to meetings, open houses, workshops, focus groups, interviews, and surveys
- Support design team leadership in developing and implementing the project community engagement roadmap, tracking progress, and ensuring timely and meaningful outreach
- Coordinate logistics for community events, including venue procurement, arranging translation services, childcare providers, event layout, and food and beverage as necessary

- Assist with the setup and breakdown of events, including carrying materials, equipment, and supplies
- Attend and document community engagement sessions, including detailed notes, photography, and follow-up summaries, ensuring all insights are organized for future reference
- Conduct demographic and historical research to identify community assets and establish a foundation for the project at its onset
- Assist in analyzing and consolidating community design feedback into data sets, identifying key narrative themes and patterns, and applying research and qualitative data analysis methods to support final reports and presentations
- Cultivate and promote positive relationships with diverse community members, guiding them through the design process and advocating for their needs
- Demonstrate professionalism, tact and diplomacy while representing Bora in community spaces
- Support project team in establishing and cultivating positive relationships with community members, partners, and community stakeholders

### Compensation and Benefits

We care about the wellness of your whole person, both within and outside of work. Our robust benefits package includes:

- Competitive pay commensurate with experience
- Comprehensive medical, dental and vision insurance
- Flexible Spending Account (FSA)
- Paid Family Leave
- Traditional and Roth 401(k)
- Pre-tax TriMet Hop Fastpass
- In-office bike storage
- Continuing education access
- Mentorship opportunities
- Use of the Bora Beach House

### To Apply

Please send your letter of interest, resume and work samples to [careers@bora.co](mailto:careers@bora.co). In order to counter implicit bias in our recruitment process, we ask that candidates not include headshots in their application.