

## **Policy and Planning Coordinator**

**Type: Full-time**

**Deadline: Until filled**

### **PHILADELPHIA CHINATOWN DEVELOPMENT CORPORATION**

Established in 1966, PCDC is a grassroots, 501(c)(3) non-profit, community-based organization. Our mission is to preserve, protect, and promote Chinatown as a viable ethnic, residential, and business community. During our history, we have fought against the marginalization of immigrant families, workers, youth and seniors. As the only Community Development Corporation (CDC) serving a minority population in Center City Philadelphia, PCDC has carried out a place-based strategy to grow deep roots for the community to prevent displacement and gentrification. To meet the needs of a low-income immigrant community, PCDC offers a comprehensive array of programs and projects that fall into five main categories: Neighborhood Planning, Community Organizing and Advocacy, the Chinatown Homeownership Initiative, Economic Revitalization, and Family and Youth Services.

### **JOB DESCRIPTION**

The Philadelphia Chinatown Development Corporation (PCDC) is searching for a Policy and Planning Coordinator to join our community planning team. Currently, our team's major projects include:

- 1) Vine Street Expressway (VSE) Cap/The Chinatown Stitch Project. The VSE, an interstate highway constructed during the urban renewal era, has been a physical and psychological barrier in Chinatown. PCDC is working with the Office of Transportation, Infrastructure, and Sustainability (OTIS) to conduct a feasibility study on capping the highway in order to reconnect the community. The cap will provide valuable space to create new open spaces and economic development opportunities in Chinatown. PCDC is leading the development and implementation of an Equity Plan to address the impacts of green gentrification, protect small businesses, and promote community stewardship.
- 2) Responding to the proposed 76ers Arena. The 76ers Arena is the latest threat to Chinatown's survival. It is proposed to be located only one block away from Chinatown. The proposed \$1.3 billion, 18,500-seat arena would exacerbate unaffordable housing prices, traffic congestion, and parking shortage in Chinatown. PCDC is conducting community engagement and research to inform our response to the proposal.
- 3) Community Land Trust Planning. PCDC is exploring the possibility of developing a community land trust (CLT) in Chinatown. CLTs are community-based non-profit entities that own properties to ensure they are affordability in perpetuity. CLTs have been formed in Chinatowns in LA, NYC, Boston, and Toronto to promote community control over land and neighborhood stabilization.

### **KEY RESPONSIBILITIES**

- Conduct policy research and advocacy to protect Chinatown residents and business-owners from displacement, promote cultural preservation, and expand community capacity and stewardship of neighborhood assets
- Lead the development of an Equity Plan for Chinatown, which includes local policy strategy, parking plan and recommendations, comprehensive land use plan, and public space maintenance plan
- Build partnerships with local stakeholders and help implement the Equity Plan
- Work with consultants, city administrators officials, and other neighborhood organizations to advance PCDC's policy and planning priorities
- Help strategize on and implement PCDC's response to the 76ers Arena Proposal
- Organize community meetings and engagement activities to inform PCDC's policy and planning strategy
- Communicate policy strategy and planning projects to community members
- Provide support in preparing reports for PCDC's board, funders, and lenders
- Fulfill other duties and complete special projects as assigned.

## **REQUIREMENTS**

- Minimum Master's degree in public policy, planning, politics, law, urban studies, sociology, community development, or related field from an accredited college or university,
- Or at least one year of relevant experience in policy research, planning, and advocacy
- Commitment to working with and serving immigrant communities
- Detail oriented with excellent organizational and planning skills
- Ability to work as part of a team and independently
- Ability to be productive in a fast-paced environment
- Proficient at Microsoft Word, Excel, and PowerPoint
- Bilingual (English and Chinese) and cultural competency is preferred

## **FOR MORE INFORMATION OR TO APPLY**

Inquiries, or if applying, submit to **Rosaline Yang** at [ryang@chinatown-pcdc.org](mailto:ryang@chinatown-pcdc.org) cover letter and resume.