



Facilities and Grounds Coordinator

The Facilities and Grounds Coordinator is a newly created entry-level position with the National Landing Business Improvement District (BID). This role is responsible for coordinating and supporting all aspects of the BID's work in maintaining and enhancing the **public realm including streets, landscaped areas, open spaces, and art installations**. The Coordinator will have the opportunity to be part of a new team that is growing to meet the goals and objectives of the recently expanded boundaries of the BID. The Coordinator will serve as "boots on the ground" and "eyes on the street" for the organization, gaining experience in a wide range of work across the breadth of the BID's service areas including beautification, transportation, and outreach and events. The ideal candidate will be a self-starter that thrives in and embraces field work, has strong time management skills, attention to detail, and the ability to communicate effectively between multiple stakeholders. They will be strategic and collaborative, and someone that thrives in a fast paced, results-oriented environment. This position will report directly to the Deputy Executive Director.

Primary Job Responsibilities

- Work closely with stakeholders and the County to ensure a clean, green, and safe public realm (i.e., streets, plazas, and open spaces) through outreach and communication, development of a clear and actionable monitoring plan, and coordinating any necessary contractors and vendors
- Oversee day-to-day management of landscape contractor and ensure successful implementation of annual landscape enhancement program
- Troubleshoot neighborhood issues with the community and the County and serve as a liaison with maintenance contractors covering landscape, homeless outreach, cleaning services, and other public space management matters
- Monitor preventative maintenance efforts through regular field work/site visits and identify opportunities for public realm beautification and enhancements
- Collaborate with Communications & Outreach Coordinator to engage retail and restaurant managers to help address public realm concerns/issues as they arise
- Assist with issues, interventions and outreach surrounding parking and transportation operations
- Complete and maintain inventory as needed of location and physical conditions of sidewalks, street furniture, trees, signage, and other streetscape elements
- Engage with public and private construction management teams to ensure comprehensive consideration of safety and mobility for all modes of travel
- Other duties as determined to enhance beauty and safety of the BID district

Required Skills/Qualifications

- Bachelor's degree (preferred) or at least four years of relevant work experience
- Strong writing, editing and project management skills
- Excellent communications, interpersonal and organizational skills
- Strong problem-solving skills
- Flexible, adaptive, and interested in working in a range of project areas – both in the office and in the field
- Ability to manage multiple projects, meet deadlines and work collaboratively in fast-paced environment
- Experience using Microsoft Office; G-Suite
- A valid driver's license is required for purposes of operating company motorized vehicle (owning a car not required)
- Enthusiastic and enjoy working in a dynamic, flexible, fast-paced environment
- Experience or background in landscape maintenance, property management, park management or construction is a plus

The National Landing BID offers competitive salaries, excellent benefits, and a convenient Metro accessible location. The BID is an Equal Opportunity Employer. The BID celebrates diversity and is committed to cultivating a highly talented workforce and provide a welcoming, inclusive, collaborative, and fun work environment, where work-life balance is valued for every employee. Creativity and entrepreneurial spirit are encouraged within the BID's fast-paced and talented team.

We look forward to hearing from you!

To apply, please provide cover letter and resume to careers@nationallanding.org with a subject line of "Facilities and Grounds Coordinator" **no later than, Tuesday, June 15, COB.**

ABOUT National Landing BID

The National Landing Business Improvement District is a non-profit organization that thrives on its strong private-public partnership with Arlington County and local property owners. Formerly known as the Crystal City BID from 2006 to 2020, this membership coalition continuously promotes and activates the local business, retail, restaurant, and residential community through placemaking, public art, transportation, economic development, events, marketing and promotion. The Crystal City BID officially expanded its boundaries in 2020 and is now known as the National Landing BID unifying the interconnected and thriving neighborhoods of Crystal City, Pentagon City, and Potomac Yard in Arlington, Virginia. This includes more than 26,000 residents, nearly 12 million square feet of office space, approximately 5,500 hotel rooms and over 450 restaurants and shops.

Already Virginia's largest walkable downtown, National Landing is in the midst of an exciting transformation driven by billions of dollars in public and private investment that will deliver new and enhanced housing, offices, parks, transportation and infrastructure in the coming years. The National Landing BID is helping to steer this growth in ways that are sustainable and enhance the area's diversity and livability. For more information, visit on [Twitter](#), [Facebook](#) and [Instagram](#).

Despite the current pandemic, the National Landing area is on the cusp of a massive transformation with billions committed in public and private investment, Amazon's selection as a second headquarters location, and a vibrant residential, hotel, and business community. The BID is strengthening the experience and identity of this urban center through placemaking, public art, transportation, economic development, events, and marketing/promotion.

The organization has undergone a major overhaul in the last two years. Since August 2018, the organization has hired a new Executive Director, completed a comprehensive strategic planning process, launched the area's new name and brand identity, successfully expanded the BID's geographic area by 76% percent, and welcomed a nearly \$2 million increase in annual budget effective July 1, 2020. With this geographic, programmatic, and budgetary expansion, the BID is anticipated to more than double the size of its current operation.

Check out how National Landing is an urban center, reimagined, and how three neighborhoods are stronger together through this 1 minute VIDEO.



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