TBK Bank Plaza Community Manager Job Description

At the Better Block, you’ll make the world better by creating and implementing a programming plan for the newly created TBK Bank Plaza in Vickery Meadow. The Better Block Foundation is a nonprofit organization that empowers communities and their leaders to reshape their built environments to promote the growth of healthy and vibrant neighborhoods. The TBK Bank Plaza Community Manager should understand and embrace this mission, and have a genuine passion for urban innovation and bettering cities according to their unique identities.

TBK Bank Plaza is a first-of-its-kind between the Better Block and the Department of Justice. Vickery Meadow has dealt with crime in the past, so we worked with neighbors to apply CPTED (Crime Prevention Through Environmental Design) principles to reduce crime. However, creating a plaza was just the first step. To truly be successful, we must program the space. Thanks to a generous donation from TBK Bank, that's where the TBK Bank Plaza Community Manager comes in. You will work with the community to create programming that brings people into the space, as well as manage a web page, continue to tweak the Plaza and its design, and create a how-to guide outlining best practices.

Position

Reporting to the Managing Director, the TBK Bank Plaza Community Manager will create and implement a programming plan for TBK Bank Plaza in Dallas. This position will require evening and weekend work, and some physical labor as the space will need to be maintained (plants watered and trash picked up; designs tweaked).

This is a one-year position that lasts from now until January 2, 2021, and is based in Dallas, Texas. It has a pay of $35,000. There is potential to extend the position.

Responsibilities

- Develop and execute a programming calendar for TBK Plaza
- Manage the website with a community calendar and blog
- Maintain the space with regards to furniture, plants, and other elements
- Create a manual that outlines the process of creating the plaza, programming it, and lessons learned
- Prototype new plans/ideas for the space

Qualifications

- BA in related field
- Demonstrated excellence in organizational, managerial, and communication skills
- Demonstrated experience in organizing and executing events
- Proficient in website development and updates
- Bilingual a plus
- Proficient in photography and videography and all editing
- Experience in digital fabrication a plus

For more information, contact Krista@betterblock.org. No phone calls please.