



## **Project Coordinator**

Location: Brooklyn, NY

Posted: 01/19/2022

Type: Full-time permanent

Pay: Salary exempt, \$60,000 – \$65,000 annually

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### **Overview**

We are seeking a full-time Project Coordinator to join our Research division beginning February, 2022. The individual will be a core member of SITU Research working closely with our small and nimble team of Researchers, our Technical Lead, and the Director of SITU Research.

Day-to-day, the person in this position will provide a supporting role in our applied geo-spatial and media-based research. They will serve as the primary point-person for coordinating project timelines, liaising with collaborators, and maintaining reporting deadlines. This person will also contribute to the memorialization of completed work and drafting proposals for new projects.

Our work is highly experimental and focused on driving innovation in judicial and advocacy contexts as well as in news outlets. Strong organization and clear, effective written and oral communication skills form the bedrock of this position. In addition to working with the Research team at SITU, the position will frequently involve intensive engagement outside collaborators, from a range of backgrounds, including international law prosecutors, local activists, and human rights abuse victims. Current projects include work with The International Criminal Court, The United Nations, and Amnesty International, among others.

We offer great benefits, reasonable working hours, and the opportunity to support creative, thoughtful projects in a studio environment. Benefits include employer health (including two fully funded options), dental, vision, life, and long term disability insurance plans, One Medical membership, two weeks paid vacation, and other perks such as subsidized CitiBike memberships and highly reduced parking passes through the Brooklyn Navy Yard. After a year of work, you are eligible to contribute to a 401(k) plan through the business, and SITU will match your contributions, dollar for dollar, up to 4% of your annual pay.

As this is a new position in the team, there will be ample opportunities to shape its scope based on the necessities of the role as well as skills and interests of the individual.

Compensation commensurate with experience.

### **Responsibilities**

- Define and memorialize project objectives and success criteria
- Manage project timeline, adherence to deadlines, and project reporting
- Support project communications both internally and externally
- Schedule internal and external meetings
- Participate in and lead meetings with collaborators
- Drive administrative documentation, e.g. financial reports, funder reports, requests for proposals
- Assemble text and project documentation for SITU's website, press releases, etc.
- Support project research

### **Qualifications**

- Minimum 2 years of professional project coordination and management / relevant experience in human rights, social justice, or related fields. Experience in an architecture, or design-related setting is a plus.
- Excellent organization, project management, and time management skills in a fast-paced working environment.
- Advanced proficiency with cloud-based file management (e.g. Google Workspace, OneDrive, Dropbox).

- Advanced proficiency with word processing and spreadsheet software (e.g. Google Docs / Sheets, Microsoft Word / Excel).
- Proficiency with project management softwares (e.g. Monday, Asana, Trello).
- Strong (clear and effective) written and spoken communication skills.
- Demonstrated attention to detail and accuracy.
- Demonstrated research skills and experience collaborating on interdisciplinary teams.
- Demonstrated ability to document visual and analytical work.
- Ability to work both independently and collaboratively on teams.
- Openness to explore, use, and learn new tools.
- Must be eligible to work in the U.S.

### **About You**

We don't know you yet, but we imagine that you have a broad set of interests and skills, and that you wouldn't be happy focusing on just one of them. You have been working in a Social Justice / Human Rights / Architecture / Geo-Spatial / Computer Science-related field for at least 2 years, possess strong project administration skills and are looking for a company to get excited about.

At your core, you are a mission-driven, creative problem solver adept at juggling multiple, intensive projects with a variety of stakeholders. Your experiences have equipped you with a palpable commitment to the human rights / social justice field and its intersection with technology, journalism, and law, and you know how to apply your wide-ranging knowledge and skills to new and unfamiliar challenges. You understand how to balance precision and agility, innovation and standardization. Overall, you are someone who is dedicated to producing good work, and you understand that supporting your team and knowing when to ask for help are both key to achieving that goal.

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### **About Us**

We are a visual investigations practice developing new forms of fact-finding to cut through digital noise and amplify truth. Working together as a group of designers, urbanists, computer scientists, and analysts, we synthesize disparate forms of digital evidence to provide exhaustive, factual accounts of contested events. Our efforts are focused on human rights, environmental justice, policing, and civil liberties.

Abuses of power are proliferating across the globe. The exploding trove of data documenting these transgressions has the potential to establish accountability; but too often leads to false narratives that drown out truths. We mobilize an arsenal of technologies to identify and surface critical evidence and then shape it into a narrative driven by transparent, accurate sourcing. Our work supports activists, advocates, and lawyers, bridging the gap between digital evidence and the communities that can best deploy them towards justice and accountability.

SITU Research works within a larger organization called SITU, which is composed of two additional divisions—SITU Studio and SITU Fabrication—that work collaboratively while providing individual creative services within the Architecture, Design, Fine Arts, and Construction industries.

### **Learn More**

<https://situ.nyc>

<https://situ.nyc/research>

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### **Application Instructions**

Please send your application materials to [work@situ.nyc](mailto:work@situ.nyc) with the subject line '**Research Project Coordinator.**'

Include, as a single (1) PDF attachment:

- a cover letter telling us about yourself, what excites you about the opportunity, and what you can bring to the position
- your resume
- three (3) references
- (optionally, a portfolio and / or 3 relevant work samples that will enrich our understanding of you and your experience)

No phone calls, please.

*SITU Research's practice touches social and political events from around the world. We are committed to diversity, equity, and inclusion in the workplace and beyond and we believe that having a diverse team (in terms of education, culture, ethnicity, race, color, class, sex, gender identity and expression, sexual orientation, age, ancestry, languages spoken, religion, mental or physical disability, national origin, citizenship status, genetic information, veteran status, or military status) is not only the right thing to do, but that it leads to more principled, ethical, and rigorous work. We strongly encourage applications from people who have been historically underrepresented in the fields of human rights, design and architecture.*