



Esirom Limited  
13 West Kings House Road,  
Unit 18 & 20,  
Kingston 10, Jamaica



## Job Description: Urban Planning Project Coordinator

### About the Role

We are seeking a highly motivated and passionate Project Coordinator to lead the development and implementation of our Urban Planning programme at the Esirom Foundation. This role will be instrumental in identifying and addressing urban planning challenges in Jamaica and developing innovative solutions to create more sustainable, equitable, and livable communities.

### Key Requirements

- Urban Planning Knowledge: Strong understanding of urban planning principles, theories, and best practices.
- Project Management Skills: Proven ability to plan, execute, and monitor projects effectively.
- Stakeholder Engagement: Excellent communication and interpersonal skills to build and maintain relationships with diverse stakeholders.
- Research & Analysis: Ability to conduct research and analyse findings to inform project decisions.

### Core Responsibilities

- Develop a comprehensive urban planning programme aligned with the Foundation's goals.
- Design and execute urban planning projects, based on identified urban planning challenges in Jamaica such as infrastructure development and community revitalisation.
- Create visual representations of project ideas and concepts using CAD or other software.
- Secure funding for urban planning projects through grant writing and partnerships.
- Track project performance and report on outcomes using relevant metrics and KPIs.
- Collaborate with government agencies, community groups, businesses, and other stakeholders to support urban planning initiatives.

### Qualifications & Skills

- Bachelor's degree in Urban Planning, Architecture, or a related field.
- Minimum of 2 years of experience in urban planning or a related field.
- Strong understanding of urban planning principles, theories, and best practices.
- Experience in project management and planning.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in CAD or interior design software.

### Additional Skills (Preferred)

- Experience in community engagement and outreach.
- Proficiency in data analysis and reporting tools.
- Experience with grant writing and fundraising.



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## Benefits

- Competitive salary and benefits package
- Opportunities for professional development and growth
- Meaningful work contributing to sustainable development in Jamaica

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## Growth Opportunities

The Urban Planning Project Coordinator role offers a unique opportunity to be at the forefront of exciting sustainability initiatives and contribute to the growth of the Esirom Foundation. We believe in promoting from within and provide opportunities for career advancement based on merit and performance. You'll have the chance to develop your skills and experience, potentially transitioning into different departments or leadership roles within the Foundation or the Esirom Group in the future, for example, Sustainability Manager or Recycling Facility Manager.

Other Esirom Group subsidiaries, such as Esirom Manufacturing or Esirom REX, may also require environmental expertise, and the transfer could provide valuable new experiences and career growth opportunities.

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## About Esirom

Esirom Group Limited is a dynamic and growing company based in Jamaica, comprised of six subsidiaries, each letter of Esirom representing one of those companies:

- **E:** Entertainment (Esirom Entertainment Ltd.) focused on creating content for TV, movies, staging of music concerts, food festivals, and sporting events.
- **S:** Sustainability (Esirom Foundation Ltd.), which focuses on sustainable consumption, environmental protection and conservation, and urban planning.
- **I:** Impact (Esirom Impact Ltd.) for investing in small businesses.
- **R:** Research & Experimentation (Esirom REX Ltd.) for rapid prototyping.
- **O:** Online (Esirom Ltd.) marketing digital agency focused on social media management, content creation, and tech solutions.
- **M:** Manufacturing (Esirom Makes Ltd.) of sustainable products and development of sustainable brands to bring to market such as Moods, ReSource, and a line of spices & sauces.