

## I'On Neighborhood Design Coordinator



### Primary duties and responsibilities

- Respond to all IDC related inquiries from residents, brokers, builders, and architects;
- Serve as an ambassador for those seeking to navigate the I'On design review process with responsive outreach to property owners when they want to change the exterior of their home or build something new;
- Regularly survey the neighborhood to identify projects started without IDC approval and require submittals;
- Process forms, standards, and requirements for each IDC submittal;
- Work with the Communications team to make certain the IOnCommunity.com website has the right information and is easy to navigate;
- Attend IDC bi-monthly meetings;
- Provide comments and next steps to all applicants in a timely and clear manner after IDC review;
- Conduct construction inspections to ensure compliance with the approved IDC plans;
- Representing the IDC before the Board of Trustees on any appeal or enforcement issue with a professional member from the IDC;
- Develop and maintain a document filing, archival, and retrieval process for the submittals, variances,
- Create and evaluate a survey mechanism to review the IDC Process, builders, designers, and contractors at the completion of each approved and constructed project;
- Work closely with the I'On Assembly Board (the HOA) to provide monthly reports, establish the IDC annual budget, and streamline the IDC process.
- Identify and implement ways to educate current and prospective owners, architects, and builders about the IDC Process, requirements, preferences, and historic Lowcountry construction details.

**The I'On Neighborhood Design Coordinator serves** the 762 titleholders within the I'On Neighborhood, works with the three to five members of the I'On Design Committee, reports to I'On's General Manager, and is hired and reviewed by the seven elected members of the I'On Assembly Board of Trustees.

### **To perform these duties effectively, the ideal I'On Neighborhood Design Coordinator candidate will be able to:**

- Demonstrate an ability to be a persuasive oral and written communicator with a strong track record of delivering information in a timely and clear manner.
- Work with a variety of people and appreciate the perspectives of homeowners, builders, architects/designers, contractors, fellow staff members, and a volunteer committee and Board Members.
- Have a working knowledge of the residential design and construction process. The ability to read construction plans is a plus but not required.
- Be fiscally responsible for the receipt of deposits, fees, and budgeting.
- Execute, evaluate, report upon, and improve a formal process to review construction plans.
- Travel frequently through a large neighborhood with 762 home sites.
- Solve problems and act effectively and efficiently under pressure with integrity.
- Provide regular office hours within a twenty- hour workweek.
- Attend late afternoon committee meetings, currently at 3 pm on the first and third Tuesday.
- Effectively utilize data management software to accept, process, store, and retrieve applications, responses, and confirm approval for each submittal.
- Appreciate the different ways a community can reinforce constructive behaviors;
- Hold oneself and others to a high level of accountability.

**Location:** Mount Pleasant, SC

**Salary Range:** \$ 20- 25/hour for a 20 hour work week

**To Apply:** Submit a resume and cover letter to Jessica Gosnell, I'On Assembly General Manager – 843-388-7547 or [jgosnell@TrustSCS.com](mailto:jgosnell@TrustSCS.com) by 5 pm on June 17, 2019.