

JOB OPENING



Program Manager, NACTO's Global Designing Cities Initiative

The National Association of City Transportation Officials (NACTO) is seeking a Program Manager for its Global Designing Cities Initiative (GDCI), a multi-year initiative that aims to inspire a shift toward safe, sustainable, and healthy cities by reclaiming and transforming streets. The Program Manager will co-manage the Streets for Kids Program (SfK), a new initiative that will develop a supplemental publication to the *Global Street Design Guide*, facilitate workshops for practitioners in international cities, and implement kid-friendly street design projects with supporting metrics.

In the first year of this role, the Program Manager will coordinate and engage a global network of experts and project manage the SfK publication, in addition to developing written and visual content. Beginning in early 2019, the Program Manager will lead workshops to train practitioners on the Global Street Design Guide (GSDG) and SfK supplement, and work directly with city officials to design and implement new, kid-friendly projects. The Program Manager will also support a range of crosscutting communications and research projects, including generating web content and contributing to technical research projects.

Applicants should demonstrate past experience in the fields of city planning, urban design, architecture, transportation engineering or transportation planning. International experience in low-to-middle income countries, as well as background knowledge in land use, public health, sustainable mobility, childhood development, and/or environmental sustainability a plus. For this position, NACTO-GDCI is looking for an individual with urban planning/design skills as well as strong written, visual, and verbal communications skills. Applicants should be comfortable presenting in front of a technical audience.

The GDCI Program Manager must be highly self-directed and willing to accommodate a schedule with international travel to conferences, trainings, site visits, and other meetings. The ideal candidate will be highly collaborative by nature, well organized, and comfortable juggling multiple competing deadlines with ease. Finally, the ideal candidate will be flexible and willing to pitch-in to take on tasks whenever help is needed.

Based in New York City, the primary activities for the GDCI Program Manager include:

Job Responsibilities

- **Project management:** Project manage the Streets for Kids publication. Set and meet deadlines, solicit and organize content, and liaise with the GDCl team and global network to gather input and feedback.
- **Design research and content generation:** Conduct research on best practice in urban design, public space, kid-focused recreation facilities, sustainable mobility, and other projects for inclusion in Streets for Kids publication and/or presentations.
- **Technical assistance:** Work directly with city officials in international cities to design, plan, and implement kid-friendly street design projects, supporting any interventions with metrics collection and evaluation.

Additional Activities

- **Presentations and facilitation:** Coordinate, organize, and facilitate workshops and trainings for multiple city agencies to build capacity around the Global Street Design Guide and the Streets for Kids supplement.
- **Network coordination:** Coordinate and engage a global network of urban design and childhood development experts to support development of the Streets for Kids publication.

Other tasks: Other communications, research, and administrative tasks as assigned.

Required Knowledge, Skills, and Abilities :

- Strong written and verbal communications skills. Graphic skills or sensibility a plus.
- Familiarity designing and implementing strategies included in the GSDG
- Proficient in Adobe Creative Suite (InDesign, Photoshop, and Illustrator). AutoCAD and/or 3D modelling skills a plus.
- Desire to work as part of a highly collaborative team
- Ability to manage complex stakeholder structures involving multiple city agencies and partner organizations.
- A nimble approach to working between big picture strategic thinking and detail orientated scales.
- Able to participate in calls or meetings outside of standard working hours
- Willingness and ability to travel internationally several times/year

Minimum Qualifications Required: Master's Degree in Urban Planning, Urban Design, Public Policy, Transportation Engineering, Public Health, or a related field and at least four years of professional

experience, preferably in low-to-middle income countries; or a Bachelor's Degree and an equivalent amount of experience.

Additional Desired Qualifications: Experience working at the national, regional, or city level on urban design and/or transportation projects with government agencies, non-profits, or private sector; knowledge of international languages; experience working in an international context.

Salary Range and Benefits: Salary range competitive for the non-profit sector. Employee benefits include paid vacation, health care package, transportation benefits, and retirement plan.

About NACTO GDCI

The [National Association of City Transportation Officials](#) (NACTO) is a 501(c)(3) non-profit association that represents large cities on transportation issues of local, regional and national significance. NACTO views the transportation departments of major cities as effective and necessary partners in regional and national transportation efforts, promoting their interests in federal decision-making. We facilitate the exchange of transportation ideas, insights and best practices among large cities, while fostering a cooperative approach to key issues facing cities and metropolitan areas. As a coalition of city transportation departments, NACTO is committed to raising the state of the practice for street design and transportation by building a common vision, sharing data, peer-to-peer exchange in workshops and conferences, and regular communication among member cities. We believe that by working together, cities can save time and money, while more effectively achieving their policy goals and objectives.

The [Global Designing Cities Initiative](#) (GDCI), is a program of [NACTO](#), a New York-based, 501(c)(3), non-profit organization. Launched in 2014 with generous support from the Bloomberg Initiative for Global Road Safety, GDCI's mission is to inspire a shift toward safe, sustainable, and healthy cities through transforming streets. GDCI focuses on empowering local officials, practitioners, and communities around the world to become change-makers, equipping them with the knowledge, tools, and tactics needed to improve urban mobility and fundamentally change the role of streets in cities. GDCI's work is informed by the strategies and international best practice captured in the [Global Street Design Guide](#).

NACTO is an Equal Opportunity Employer. Employment opportunities at NACTO are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, ethnicity, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

Application Requirements

- **Deadline for Applications:** Applications accepted on rolling basis—don't delay! Final deadline is January 15th 2018
- **Email Applications to:** global@nacto.org
- **Email Subject Line:** Program Manager Position | Your Firstname_Lastname
- **Files:**
 - Include a short cover letter, resume, and at least three work samples representing your range of skills. Please be sure to note any software knowledge and languages spoken fluently.
 - Send compiled materials in one PDF file with a maximum size of 20MB
 - Applications submitted without work samples will not be reviewed or considered.
- **Professional References:** Please provide the names and titles of three references. (Note these will **not** be contacted without permission.)
- Please note: Due to a large volume of applications we receive, we aren't able to give status updates individually. Shortlisted candidates will be contacted within 2 weeks of the final deadline.

Thank you for your interest and we look forward to hearing from you!