

JOB OPENING



Program Manager, ECD | NACTO's Global Designing Cities Initiative

Job title: Program Manager

Start date: Fall 2018

Salary: Commensurate with experience

Location: New York City

The National Association of City Transportation Officials (NACTO) is seeking a Program Manager for its Global Designing Cities Initiative (GDCI), a program of NACTO that aims to inspire a shift toward safe, sustainable, and healthy cities by reclaiming and transforming streets. The Program Manager will support work on NACTO-GDCI's Early Childhood Development (ECD) work, as part of our Streets for Kids (SfK) program. We're looking for candidates with a passion for great cities, an interest in international development and a background in urban planning, urban design, transport planning, engineering, or architecture.

Who we are

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. The [Global Designing Cities Initiative](#) (GDCI), is a program of [NACTO](#). Launched in 2014, GDCI's mission is to inspire a shift toward safe, sustainable, and healthy cities through transforming streets. GDCI's work is informed by the strategies and international best practice captured in the [Global Street Design Guide](#) (GSDG).

What you'll do

In the first six months of this role, the Program Manager will conduct research and develop written and visual content for the SfK publication—a supplement to the Global Street Design Guide—with a special focus on exploring the role of urban planning and design in supporting healthy early childhood development. Beginning in Spring 2019, the Program Manager will support direct technical assistance and dissemination of the new publication, including leading workshops to train practitioners on the GSDG and SfK supplement, and working directly with city officials to design and implement kid-friendly projects and policies.

Based in New York City, the Program Manager will be responsible for the following:

- **Design research and content generation:** Conduct research on early childhood development and best practice in urban design, public space, kid-focused programs, 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 and policies, including advancing interim

interventions and supporting metrics collection and evaluation to advance permanent projects and policy change.

- **Production and project management:** Develop and advance projects to support city work and advance crosscutting efforts, including conducting new research, developing reports and publications, and advancing other projects, as needed.
- **Presentations and facilitation:** Coordinate and facilitate international workshops and trainings for various organizations and city agencies to build capacity around the Global Street Design Guide and the Streets for Kids supplement.

Who you are

For this position, NACTO-GDCI is looking for an individual with urban planning/design skills as well as strong project management and communication skills. Applicants should be comfortable presenting in front of groups and facilitating workshops, and have demonstrated proficiency with Adobe Creative Suite (InDesign, Photoshop, and Illustrator). The Program Manager must be highly self-directed and willing to accommodate a schedule with international travel to conferences, trainings, site visits, and other meetings. Additional requirements are as follows.

- **Organized and able to deliver projects on time:** Able to juggle multiple projects, stay organized, and meet deadlines. Must be able to communicate with teammates to clarify project scope and provide updates on progress, when needed.
- **Enthusiastic about being on-site and supporting on-the ground implementation:** Comfortable working on the ground in cities in low- and middle-income countries, including a willingness to support interim transformations through painting streets, directing and working with local crews, data collection, and other tasks.
- **A strong verbal and visual communicator:** Able to clearly communicate and synthesize ideas and to represent designs and concepts visually. Proficient in Adobe Creative Suite (InDesign, Photoshop, and Illustrator) with a strong graphic sensibility and an eye for detail. Skills with 2D and 3D software (AutoCAD, SketchUp) a plus.
- **Collaborative:** Able to work iteratively, collecting feedback from colleagues and incorporating it into work. The ideal candidate will be flexible and willing to pitch-in to take on tasks whenever help is needed.
- **Passionate about creating better cities for children:** Applicants should have three+ years of past experience in the fields of city planning, urban design, architecture, or transportation planning. Background knowledge in early childhood development, road safety, public health, and/or sustainable mobility as well as familiarity with the GSDG a plus.

How to apply

- **Deadline for applications:** Applications accepted on rolling basis—please **don't delay!** Final deadline is September 15th 2018.
- **Email applications to:** global@nacto.org
- **Email subject line:** Program Manager, ECD | Your Firstname_Lastname
- **Attachments:** Include a short cover letter, resume, and relevant work samples demonstrating your skills in Adobe Creative Suite, AutoCAD, Sketchup, and/or other similar programs. You may also include relevant photography, hand drawings, presentations, or written work. The ideal portfolio will include samples that relate to GDCI's work, with a focus on streets, public space, sustainable transportation, and people interacting with the built environment.
 - Send compiled materials in **one** PDF file with a maximum size of 25MB.
 - Please be sure to include an explanation of your work samples (context, client/audience, brief project description, etc.), noting your specific contributions if it was a group effort.
 - Review the [GSDG](#) for ideas on the type of graphic skills we're looking for.
 - Applications submitted without work samples will not be reviewed or considered.
- **Work visas:** We encourage international candidates to apply and are willing to support visas.

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

NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status or any other characteristic protected by federal, state, or local law. We offer competitive salaries, excellent benefits, and a passionate working environment. Salary is based on a nonprofit scale and commensurate with experience.