JOB OPENING

Colombia Local Liaison

NACTO’s Global Designing Cities Initiative

Job Title: Local Liaison  
Start Date: Q3 2021  
Salary: Competitive, based on experience and location  
Location: Cali or Bogotá, Colombia

The National Association of City Transportation Officials (NACTO) is seeking a **Colombia Local Liaison** for its Global Designing Cities Initiative (GDCI), a program of NACTO that aims to inspire a shift toward safe, sustainable healthy cities by reclaiming and transforming streets. This role will help NACTO-GDCI advance a shift toward safe, sustainable, and healthy mobility practices in international cities.

**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 practices captured in the Global Street Design Guide (GSDG) and the technical assistance provided to multiple international cities. GDCI works with cities around the world to transform their streets through high-profile, rapid urban design projects, making them more accessible to people who walk, bike, and take public transportation.

**What you’ll do**  
The **Colombia Local Liaison** will work under GDCI's road safety program, funded by the Bloomberg Philanthropies Initiative for Global Road Safety (BIGRS). Specifically, this role will strengthen our on-the-ground technical assistance and local relationships to help advance the BIGRS program in two cities: Cali, Bogotá, and the National Road Safety Agency of Colombia. You will represent NACTO-GDCI in city government meetings, presentations, and capacity-building sessions, during on-the-ground project implementations, and with the local communities. You will do this work under the direction of NACTO-GDCI's Colombia Country Lead and with the support from BIGRS embedded staff. You must be fluent in Spanish and English and be versed in the cultural context and local policies and practices concerning city and national transportation, street design, and road safety.
The primary activities for the NACTO-GDCI Colombia Local Liaison include:

- **Produce technical drawings and sketches, review designs and documents**
  - Summarize and convey written, verbal and visual, complex information for various needs.
  - Review local, regional, or national regulations, codes, and design guidance documents, identifying existing impediments and opportunities for improvement.
  - Support research on global and local best practices to build a library of reference material.
  - Support cross-cutting production work in collaboration with the NYC office.

- **Facilitate and conduct presentations, workshops, and training sessions using GDCI and GSDG core materials**
  - Prepare and deliver capacity-building efforts and presentations for local authorities, government staff, or local partners.
  - Organize community engagement events, including preparing support materials, printing, purchasing supplies, coordination, vendor management, etc.
  - Co-facilitate training and briefings for designers, engineers, consultants, students, police, journalists, and other stakeholders.

- **Set the stage to implement site transformation, including identifying potential project site locations, support for site analysis, and metrics collection for project impact evaluation**
  - Facilitate and conduct site visits and documentation, data collection, and observational studies.
  - Coordinate and supervise local consultants/vendors and procurement processes.
  - Prepare project proposals, reports, and presentations related to projects.

- **Develop strong local relationships and outreach strategies to help advance the BIGRS program**
  - Identify opportunities to scale up impact through city-wide programs and processes.
  - Foster ongoing relationships and build new relationships with city officials, on-ground personnel, service providers, and other relevant personnel.
  - Collaborate with local BIGRS staff and NACTO-GDCI staff for a coordinated approach towards the program.
  - Produce blogs, articles, hand-outs, and other outreach material for ongoing projects, campaigns, and events.
Who you are
NACTO-GDCI is looking for a highly collaborative individual with exceptional project management and relationship-building skills. You are highly collaborative by nature, well organized, and comfortable juggling multiple competing deadlines with ease and flexibility, and willing to pitch in to take on tasks whenever help is needed. Additionally, you must be comfortable presenting in front of a technical audience.

You must be highly self-directed and willing to accommodate a schedule with some local city and national travel to training sessions, site visits, and other meetings. Some light international travel may be required at a time when NACTO-GDCI staff can safely travel to conferences, training sessions, and other meetings. As we are a globally based team, there may be some instances of required phone calls/meetings outside normal work hours.

To be successful in this job, you will excel in these areas:

- **Excellent verbal and written communication skills:** You are comfortable communicating with various stakeholders, including city officials, funders, contractors, executive teams, staff, etc. You are fluent in Spanish and English, both written and verbal.
- **Organized and detail-oriented:** You can juggle multiple projects, stay organized, and meet deadlines. You effectively communicate with teammates to clarify project scope and provide timely updates on progress. You ensure all final deliverables are polished, precise, “fit” the situation and accurately represent NACTO-GDCI.
- **Design guidance and reviews:** You are proficient in Adobe Creative Suite (InDesign, Photoshop, and Illustrator). AutoCAD or 3D modeling skills are a plus. You can align and inspire local practitioners on global best practices for safety.
- **Manage a project with limited supervision:** You can execute tasks with minimal supervision. You are collaborative and nimble in approach, able to maneuver between big picture thinking and details. You have experience working in Google Suite.
- **Work with multiple partners to achieve goals:** You have experience working with national, regional, or city policies and guidance for street design or transportation systems, either with government agencies, non-profits, or the private sector. You have experience managing complex stakeholder structures involving multiple city agencies and partners.

How to Apply
- **Deadline for applications:** Applications will be accepted on a rolling basis—please don’t delay! Final deadline is September 30th, 2021.
- **Email applications to:** hayrettin@nacto.org and gdcicareers@nacto.org
- **Email subject line:** Colombia Local Liaison | Firstname_Lastname
- **Attachments:** Include a cover letter and resume detailing relevant work experience. Additional attachments demonstrating writing, digital content creation, communication skills including graphics and presentations are encouraged.

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