

JOB OPENING

Graphics Associate

Global Designing Cities Initiative

Job Title: Graphics Associate

Start Date: Q2 2022

Salary: \$61,000 to \$65,000

Location: New York, NY, USA (Remote)

Global Designing Cities Initiative (GDCI) is seeking a **Graphics Associate** to join its mission to inspire a shift toward safe, sustainable, and healthy cities by reclaiming and transforming streets. This role will be in charge of producing design materials and graphic content that supports GDCI's work across the team and within different functions. You will create and support drawings, graphics, communication assets, social media visuals, and written & visual content that supports projects in select international cities, publication or booklet development, training sessions or workshops, and marketing material.

Who we are

The Global Designing Cities Initiative (GDCI) was launched in 2014, with a mission 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). GDCI works with cities around the world to transform their streets through high-profile, rapid urban design projects geared towards making them more accessible to people who walk, bike, and take public transportation.

What you'll do

The **Graphics Associate** will work closely with the full GDCI team, reporting directly to the Director of Design with close collaboration with the Communications Manager and various project and country leads. You will be responsible for producing designs and graphic content that supports larger portions of GDCI's work and showcasing that work to inspire audiences. You may be responsible for developing and owning components of a project or program and may represent GDCI through external meetings, presentations, and events, with supervisor support.

Based in New York City, the primary activities for the GDCI **Graphics Associate** include:

- **Provide cross-cutting graphic and design support to the broader team, including**
 - Advance GDCI's mission by designing communication or marketing assets that inform, inspire, and invite others to imagine what's possible on their streets.
 - Support multiple projects, publications, projects, or presentations by producing conceptual and technical drawings and designs using Adobe Creative Suite or other 2D or 3D software.
 - Vet products for consistent visual and graphic identity standards, as prescribed by GDCI's style guide. Support the evolution of this identity, as well as GDCI's photo and video library assets.
 - Research and recommend case studies, content, or visual/technical approaches for projects, publications, or presentations.
 - Contribute to a nimble and fast-paced team by owning other technical or programmatic efforts, as needed.

- **Project administration and programmatic support**
 - Own the coordination of multiple project demands, prioritizing and managing your time effectively with minimal supervisor support.
 - Represent GDCI and foster relationships when engaging with stakeholders, such as vendors, partners, or other external contacts. Route or escalate communications as needed and keep all appropriate stakeholders informed.
 - Demonstrate a growing knowledge of GDCI's work by participating in capacity-building activities (such as training sessions, workshops, meetings, brainstorming sessions), partner calls, or other program activities when possible.
 - Move projects forward by preparing, tracking, and filing reports, contracts, and other programmatic documents. Responsible for timely follow-up and proper filing conventions.
 - Support the success of the organization by owning other ad-hoc projects or requests, as needed.

Who you are

For this position, GDCI is looking for a highly motivated and creative team player. You are collaborative, proactive, have a keen detailed-orientated eye, and have an ability to synthesize complex information into strong visual materials. A passion for street design, sustainable mobility, and the processes involved in shaping safe, healthy cities is a plus.

The **Graphics Associate** must be willing to accommodate a globally-based team schedule; as such, there may be some instances of required phone calls/meetings outside of regular work



hours. Experience working with a diverse international team is highly desired. Some light travel may be required at a time when GDCI staff can safely travel.

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

- **Organized and Accountable:** 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 proactively work with your supervisor on priority management.
- **Flexible to Change with Nimble Adaptation:** You are ready to take advantage of unexpected opportunities. You push work forward through obstacles and adapt quickly as things change.
- **Always Learning:** You absorb information from your colleagues, from your work, and from keeping up with trends. You ask questions and apply what you learn in your work.
- **Creative Thinking:** You can think outside the box, digest complex sets of information or designs, and translate them into visually enticing materials for consumption by the general public.
- **Collaborative and Proactive:** You work with your colleagues or other stakeholders to find solutions and seize opportunities that advance GDCI's mission. You are able to see big-picture progress, flagging any potential upcoming challenges, and suggesting alternate paths forward.

Baseline Experience

GDCI does not have minimum requirements for education or professional experience. We encourage all candidates with relevant and differing experiences and professional backgrounds to apply.

Generally, we expect qualified candidates would have the following baseline experience for an associate-level position:

- Four years of relevant professional experience; OR
- Two years of relevant professional experience with an undergraduate degree; OR
- No years of relevant professional experience with a master's degree
- Proficiency in InDesign, Photoshop, Illustrator, PPT, and Google Docs is required. Working knowledge of AutoCAD, Rhino 3D, or SketchUp may be needed for specific projects.



How to Apply

- **Deadline for applications:** Applications are accepted on a rolling basis—please don't delay! The final deadline is March 11, 2022.
- **Email applications to:** careers@gdci.global
- **Email subject line:** Graphics Associate | Firstname_Lastname
- **Attachments:** Include a cover letter, a resume detailing relevant work experience, and a creative portfolio. Additional attachments demonstrating your visual and graphic abilities and/or references are encouraged.
- **Benefits:** We offer competitive salaries, excellent benefits, and a passionate working environment. Salary is based on a nonprofit scale and commensurate with experience and skills. Other benefits include an employer contribution and match to retirement after six months of employment, excellent health, vision, and dental coverage, and pre-tax commuter benefits.

GDCI 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.