

JOB OPENING

Program Associate

Global Designing Cities Initiative

Job Title: Program Associate

Start Date: Q2 2022

Salary: \$29,000 to \$33,000 USD

Location: India (Remote)

Global Designing Cities Initiative (GDCI) is seeking a **Program 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 technical written and visual content/designs that support larger portions of GDCI's work in select international cities, publication or booklet development, training or workshops, and other program-related activities. Your work will adhere to the global best practices summarized in GDCI's publications and overall precedence.

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 **Program Associate** will work closely with the full GDCI team, reporting directly to the Senior Program Manager with close collaboration with various project and country leads.

Based in India, the primary activities for the GDCI **Program Associate** include:

- **Technical support**
 - Support multiple projects, publications, or presentations by producing conceptual and technical drawings and designs using AutoCAD, Rhino 3D, SketchUp, Adobe Creative Suite, or other 2D or 3D software.



- Research and recommend case studies, content, or visual/technical approaches for projects, publications, or presentations, incorporating real-world examples and best practices into draft content.
- Write and edit technical content for various needs, spanning from publications to blog posts and other needed forums.
- Other technical or programmatic work, 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

The **Program 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.

Experience in urban design, transportation planning, street design, and/or public space design is a plus.

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

- **Proficiency in:**
 - AutoCAD, Adobe Suite, SketchUp, and other 2D and 3D visualization software
 - Microsoft Word, Excel, PowerPoint, and counterparts on Google such as GoogleDocs, Sheets, Slides, etc.
- **Excellent verbal and written communication skills:** You are comfortable communicating with a range of stakeholders, including city officials, funders, contractors, executive teams, staff, etc. You are proficient in English, both written and verbal. Knowledge of other international languages is a plus.
- **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.

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 April 21, 2022.
- **Email applications to:** careers@gdci.global
- **Email subject line:** Program Associate India | Firstname_Lastname
- **Attachments:** Include a cover letter, a resume detailing relevant work experience, and a creative portfolio.
- **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.