

## JOB OPENING

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### Program Associate | Streets for Kids

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#### Global Designing Cities Initiative

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**Job Title:** Program Associate | Streets for Kids

**Start Date:** October 2022

**Salary:** \$63,000 to \$73,000 USD

**Location:** New York, NY, or remote in the US

*GDCI currently offers a remote working model. Program Associate in this role must be based in the United States or be willing to relocate to the United States, have a work authorization to work in the United States, and have sufficient overlap with Eastern Standard time zone.*

The 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 support a growing Streets for Kids Program and team and includes an exciting variety of opportunities to contribute. The Streets for Kids Program works closely with [20 global cities](#) in 2022-23. This role will have opportunities to learn from and interact with this global cohort and support their abilities to improve streets in their cities.

This role supports cities with design reviews on their implementation projects and will be in charge of visual content and technical drawings that support Streets for Kids' street design projects in select international cities. Your work will adhere to the global best practices summarized in the *Global Street Design Guide* and *Designing Streets for Kids* publications. In addition, this person will support other elements of the Streets for Kids Program, such as training and workshops, publication or booklet development, and online education program support.

We are looking for candidates with some experience in city planning, urban design, architecture, transportation engineering, or transportation planning. This role is a grant-funded position; employment is dependent on the availability of grant funds and project deliverables.

#### **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 practices 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 Streets for Kids team, reporting to the Program Manager and collaborating with other members of the GDCI team. You will have the opportunity to support a variety of tasks and projects to support the overall delivery of the Streets for Kids Program. You will coordinate closely with the other members of the Streets for Kids team to support various program elements, including technical assistance to partner cities and supporting the development of supplements to the *Designing Streets for Kids* Guide. This role will also support the Streets for Kids Online Education Program, which is a combination of self-paced online training with interactive street design workshop sessions. This program is intended to provide an entry point for people globally to get engaged and learn about Streets for Kids concepts. Your role will support student enrollment, community support, live Q&A sessions, and interactive street design workshop sessions.

More specifically, you will do things like:

- **Support city technical assistance grants as part of the Streets for Kids Program**
  - 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.
  - Collaborate with the Streets for Kids team on design reviews.
  - 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.
  - 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.
- **Support the Streets for Kids Education Program**
  - Upon starting, much of the program structure will be defined, and you will be responsible for executing this plan and iterating as needed. This includes:
    - Conducting ongoing enrollment as new cohorts/waves of interested participants join
    - Help refine the use of GDCI interactive workshops as a supplement to self-paced trainings
- **Support delivery of one or both SfK technical supplements**
  - Work closely with the Streets for Kids and GDCI team to finalize selected topics and curate content for one to two technical supplements to the *Designing Streets for Kids* Guide.

## Who you are

GDCI is looking for an individual who is passionate about designing streets that put people first and creating environments where children can thrive. You may have a transportation, urban design, and/or planning background and have a goal to improve cities through street design. You are self-motivated and can operate independently, but recognize when and how to ask for assistance when needed.

You must be willing to accommodate a schedule of a globally based team; as such, there may be instances of required phone calls/meetings that are outside of normal work hours. Some light travel may be required, but it is not a frequent expectation of this role.

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

- **Fluent in Street Design Concepts:** You have worked within transportation or urban design space with a focus on streets and can speak authoritatively about the role streets can play in the livelihood of cities.
- **Savvy Communicator:** You have experience being able to communicate technical concepts to a wide range of people verbally, visually, and in writing. Fluency in languages besides English is a plus (Spanish, Portuguese).
- **Graphic Design Skills:** You are efficient in using design tools such as the Adobe Suite for purposes of creating publications and external-facing materials.
- **Proficiency in:** You can create site plans, sketches, sections, and other materials to communicate street design concepts to a range of audiences using AutoCAD, Adobe Suite, SketchUp, and other 2D and 3D visualization software
- **Interest in online education:** The online education program is intended to provide a high level of education, with additional opportunities for more in-depth training (interactive workshop). Thus, you must be comfortable using or learning how to use systems to manage the online learning experience (enrolling students, supporting Q&A sessions, hosting interactive workshops)
- **Organized and Accountable:** You can juggle multiple projects, stay organized, and meet deadlines. You effectively communicate with teammates to clarify the project scope and provide timely updates on progress.

## Baseline Experience

At GDCI, we do not have minimum requirements for education or relevant 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 as an Associate:

- 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 AutoCAD, InDesign, Photoshop, Illustrator, PPT, and GSuite is required.
- Working knowledge of Rhino 3D or SketchUp may be needed for specific projects.

### How to Apply

- **Deadline for applications:** Applications are accepted and reviewed on a rolling basis— please don't delay! All submissions must be received by 5 PM Eastern Time on August 20, 2022.
- **Email applications to:** [careers@gdci.global](mailto:careers@gdci.global)
- **Email subject line:** Program Associate - Streets for Kids | Firstname\_Lastname
- **Attachments:** Include a cover letter, 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.

*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.*