

## JOB OPENING

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### Program Associate | Americas

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### Global Designing Cities Initiative

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**Job Title:** Program Associate Americas (BIGRS)

**Start Date:** Q1 2024

**End Date:** Q4 2025 -with the potential to continue depending on grant renewal.

**Salary:** Compensation is based on the country of hire and within the range of the local nonprofit/NGO industry.

**Location:** Remote/Work from home, based in Latin America.

The [Global Designing Cities Initiative](#) (GDCI) is seeking to recruit a **Program Associate** for the Americas region to join its mission to transform streets around the world. This role will support the Bloomberg Initiative for Global Road Safety Program (BIGRS) in the Americas by working closely with cities and partners to design and implement road safety infrastructure projects, producing technical visual and written content/designs, publication or booklet development, training and workshops, and other related activities that support GDCI work in selected cities in the region. 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 transform streets around the world. We inspire leaders, inform practitioners, and invite communities to imagine what's possible when we design streets that put people first. We are a team of designers, planners, and urban strategists committed to reimagining streets as places for people, shaping cities that are safe, healthy, accessible, and equitable for everyone. The strategies and best practices in our Global Street Design Guide are the foundation of our work, and they have been applied in cities across the globe, helping to update policies, build local capacity, implement and evaluate projects, and scale up impact.

#### **What you will do**

The **Program Associate** will work closely with the full GDCI team, reporting directly to the BIGRS Program Manager and close collaboration with the Regional Lead.

You will coordinate closely with the BIGRS America's team and other members of the GDCI team to support various projects within the region by reviewing or producing street

designs, technical written and visual content, publications, trainings or workshops, representing GDCI through external meetings, presentations and events that support projects of GDCI work in select cities in the Americas including Recife and Salvador in Brazil, Cordoba in Argentina, and cross-cutting work for Mexico City, Mexico, Cali, Colombia, Quito and Guayaquil in Ecuador.

The primary activities for the GDCI Program Associate Americas include:

### **Support the technical assistance work in BIGRS cities in the Americas**

Own the coordination of multiple project demands, working closely with BIGRS Program Managers in the Americas Region in areas such as:

- Develop conceptual and technical drawings and sketches, as well as review designs and documents for various street design projects and presentations.
  - Review local, regional, or national regulations, codes, and design guidance documents, identifying existing impediments and opportunities for improvement.
  - 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 with supervisor guidance.
  - Summarize and convey visual, written, and verbal complex information for various needs, such as multiple projects, publications, or presentations.
  - Share experiences with other program teams to improve the work in BIGRS cities in the Americas.
- Support workshops and training sessions using GDCI and GSDG core materials.
  - Support the preparation and delivery of capacity-building efforts and presentations for local authorities, government staff, or local partners.
  - Help organize community engagement events, including preparing support materials and printing.
  - Co-facilitate training and briefings for designers, engineers, consultants, students, police, journalists, and other stakeholders.
  - Process and track feedback, issue certificates, and other administrative tasks to support programmatic work, such as venue booking, setting contracts for vendors, etc.
- Set the stage to implement street transformations, support for site analysis, and metrics collection for project impact evaluation.
  - Participate in site visits or observational studies to support design development/production and metric collections for ongoing projects.
  - Oversee project documentation and data collection consultants - may participate in these activities on the ground as well.
  - Prepare project proposals, reports, and presentations related to projects to be shared with external stakeholders, with supervisor guidance.

- Support cross-cutting production work in collaboration with the GDCI staff.
- Oversee small internal projects and technical work as needed.

#### **Project administration and programmatic support**

- Help prepare reports and presentations that will be shared internally during staff meetings.
- Assist with scheduling meetings and preparing, tracking, and filing reports, contracts, and other program-related documents.
- Other project administration or programmatic support activities as required.

#### **Who you are**

GDCI is looking for a highly collaborative individual who is well-organized and passionate about designing streets, has a background in transportation, urban design, and planning, and has exceptional street design skills. You are comfortable working across countries and teams within GDCI, partners, and government agencies. You are a self-motivated individual who can operate independently but recognize when and how to ask for assistance if needed. Some regional travel may be required, but it is not a frequent expectation of this role.

You must be willing to accommodate the schedule of a globally based team; as such, there may be some instances of required phone calls/meetings outside of regular work hours. This role may travel a few times a year.

To be successful in this position, you will excel in the following areas:

- **A passion for street design and mobility:** You are passionate about mobility and street design and the processes involved in shaping safe, sustainable, and healthy cities.
- **Experience in urban design and mobility:** You have worked within transportation, road safety and/or urban design spaces focusing on streets and can speak authoritatively about the role streets can play in the livelihood of cities.
- **Street design and graphic skills:** You can create conceptual diagrams and technical drawings for publications and external-facing materials to communicate street design concepts to various audiences using tools like 2D and 3D software. You are consistent and meticulous and understand the importance of design and graphic accuracy.
- **Strong communication skills.** You have experience communicating technical concepts visually, verbally, and in writing to a wide range of audiences. Fluency in English is required; Proficiency in Portuguese is highly recommended; Spanish fluency is preferred.
- **Organizational and accountability skills:** You have experience simultaneously working and staying organized on multiple projects while also being accountable for deadlines. You can

effectively communicate with teammates to clarify the project scope and provide timely updates on progress. You can operate independently but recognize when to ask for assistance if needed.

- **Collaboration skills:** You embrace collaboration and curiosity and have experience actively engaging with colleagues and partners to explore innovative design solutions. You are comfortable with seeking opportunities to learn by being proactive and asking questions.

### **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 to 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, Adobe Suite, MS Office Suite, and Google Suite is required.
- Working knowledge of 3D software (SketchUp or Rhino 3D) and GIS software (QGIS, ArcGIS, or others) is preferred and 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 Sunday, December 31, 2024.
- **Submit applications:** Through GDCI's [application portal](#). If you need support, please contact [careers@gdci.global](mailto:careers@gdci.global).
- **Attachments:** Include a short cover letter, resume, or CV, and a sample portfolio of your work (in English) detailing relevant design experience. Additional attachments demonstrating design, writing, and visual communication skills or any other relevant work sample connected to the role are encouraged.
- **Benefits:** GDCI offers competitive compensation and benefits packages, including health coverage, retirement benefits, paid sick leave, vacation, and holidays. GDCI bases salaries on local markets within the nonprofit/NGO industry, commensurate with experience and skills.

*GDCI is a fiscally sponsored project of Rockefeller Philanthropy Advisors (RPA). We are 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.*