

## JOB OPENING

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### Data Associate - BICI

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#### Global Designing Cities Initiative

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**Job Title:** Data Associate

**Start Date:** February 2025

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

**Location:** Remote (Work from Home) - preferred regions Europe/Asia/Africa

Global Designing Cities Initiative (GDCI) is seeking a **Data Associate** to join its mission to transform streets around the world. This role will support the BICI team in data aggregation for program and project metrics from each of the 10 BICI cities. The Data Associate has an important role in the program, as data, data collection, and analysis are crucial for evaluating and communicating the program's outcomes.

#### 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'll do

In this role, the associate will be responsible for managing and processing data specific to the BICI cities to ensure accurate, timely reporting and insightful analysis. This includes collecting, cleaning, and standardizing data from the BICI cities to support program-level and project-level reporting for our funders Bloomberg Philanthropies, and external communications. They will work closely with BICI Program Managers and local BICI city teams, providing guidance and follow-up as needed to guarantee that data aligns with GDCI standards.

Additionally, this individual will support training initiatives to promote consistent data collection practices across cities, maintain high-quality centralized data, contribute to insightful monthly reporting to program leadership and funders, and support other BICI efforts such as the BICI Handbook and communications.

More specifically, you will do things like:

### **Technical or Programmatic**

- Aligned with existing BICI grant deliverables and project metrics, develop a pipeline of robust and consistent data coming from the BICI cities
- Oversee the process for collecting, cleaning, and aggregating all data from cities (at an initiative and project level) for various outputs, including:
  - Grant Reporting (to Bloomberg Philanthropies)
  - Informing individual projects (e.g. design selection)
  - Contributing to the Global Bike Handbook (informing global practice on geometric design)
  - External communications
- Provide guidance and follow-up with external parties as necessary (liaising with BICI Program Managers to work with local teams and ensure the accuracy of data)
- Adhere to and help ensure alignment for GDCI's data collection methods at the project level
  - This may include supporting training (formal or informal) internally and externally to ensure data collection and reporting is done consistently and accurately in line with BICI standards
- Provide quality control and assurances for all BICI metrics data before they are passed along for external sharing
- Support data training workshops as required

### **Management or Administrative**

- Be accountable for time management, work plan, and prioritization of project(s) goals and deliverables. Determine delegation and coordination of work and who needs to be consulted or kept informed, with minimal supervision.
- Foster ongoing relationships across the GDCI team at multiple levels and program areas. Able to negotiate or adjust communication style to achieve the desired results.
- Provide expertise to others within the organization based on your technical skillset to aid GDCI's overall mission
- Project manage smaller/short-term internal projects and initiatives, as needed
- Other management or administrative work, as needed.

## Who you are

GDCI is looking for an individual who is passionate about expanding the role cycling infrastructure plays in cities and can apply their existing technical expertise in data management to support this mission. This person enjoys collaborating closely with a global team, noting that there may be some instances of required phone calls/meetings outside of normal work hours and some international travel required.

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

- **Data Management and Tools:** Manage a data pipeline and being highly proficient using data analysis software (including spatial analysis, Google Sheets, Excel, QGIS) and relevant programming languages (R, Python) is desirable but not essential
- **Data Collection Experience:** Experience in conducting transportation-related data collection efforts (traffic counts, observational studies, etc.)
- **Savvy Communication:** Experience in translating data insights to both quantitative and qualitative outputs for internal and external audiences.
- **Empathy/Understanding of City Governments:** Experience working in transportation/mobility and working with or adjacent to city governments and working with external stakeholders

## 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 that qualified candidates will have the following baseline experience for an Associate 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

Additional Required Experience:

- Experience working with local governments and data management
- Demonstrated experience in data analysis (see above)

## How to Apply

- **Deadline for applications:** Applications accepted on a rolling basis—please don't delay! Final deadline is 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 cover letter and resume detailing relevant work experience. Additional attachments demonstrating examples of data analysis and relevant insights generated are encouraged.
- **Benefits:** GDCI offers a competitive compensation and benefits package, including health coverage, retirement benefits, paid sick leave, vacation, and holidays. Benefits may vary depending on the country of hire. Salary is based on local markets within the nonprofit/NGO industry and 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.*

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