Program Associate (South East Asia)

Global Designing Cities Initiative

Job Title: Program Associate

Start Date: Q1 2026

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

Location: Vietnam or Malaysia

The Global Designing Cities Initiative (GDCI) is seeking a **Program Associate** for the **Southeast Asia region** to join its mission to transform streets around the world. This role will support the coordination and delivery of technical assistance activities in selected cities in the region and support GDCI on other cross-cutting initiatives, including advancing the local adoption of global best practices summarized in GDCI's publications.

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.

GDCI is fiscally sponsored by Rockefeller Philanthropy Advisors (RPA) and employs staff in nearly twenty countries, having supported over seventy cities worldwide. 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

The Program Associate will report directly to a GDCI Program Manager and will coordinate closely with other members of the GDCI team to support various projects within the region by reviewing or producing technical written and visual content (specifically street designs)

and publications. This role will also support the development and coordination of capacity-building sessions and workshops, and may at times represent GDCI at external meetings, presentations, and events that support GDCI's projects in select cities in the region.

The primary activities for the GDCI Program Associate include:

Technical assistance

- Produce technical drawings and sketches, review designs and documents for various cities.
  - Produce technical drawings and sketches for city street design projects.
  - Review local, regional, and national regulations, codes, and design guidance documents to identify 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 (that consider local context) and best practices into draft content.
  - Summarize and convey complex information in written, verbal, and visual formats for various purposes, such as multiple projects, publications, or presentations, utilizing Adobe Creative Suite, AutoCAD, SketchUp, or other 2D or 3D software.
- 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.
- Set the stage to implement site transformation, support site analysis, and collect metrics for project impact evaluation.
  - Assist with project documentation, data collection, and observational studies.
  - Prepare project proposals, reports, and presentations related to projects.
- Support cross-cutting production work in collaboration with the GDCI staff in Asia (GDCI is currently based in the United States but with staff spanning numerous other countries in the Americas, Africa, and Asia (primarily India).
- Other technical work as needed.

Project administration and programmatic support

- Own the coordination of multiple project demands, working closely with GDCI Program Managers and the Regional Program Lead for priority setting.
- Support the preparation of internal reports, filing all documents in accordance with prescribed filing conventions and internal processes.
- Participate and contribute to internal cross-cutting efforts to improve GDCI's overall technical assistance expertise and internal sharing of knowledge.
- Other management or administrative work, as needed.

Who you are

GDCI is looking for a highly collaborative individual who is well-organized and passionate about designing streets, and has a background in transportation, urban design, and planning, with exceptional street design skills. You are comfortable working across countries and teams within GDCI, partners, and government agencies. Given our globally based team and frequent external meetings that align with US working hours, this role will likely require a schedule that is adjusted, with some meetings ending at 9 PM local time. You are a self-motivated individual who can operate independently, but recognize when and how to ask for assistance if needed. This role may occasionally travel to support programmatic work at the discretion of program managers and available budget resources, not exceeding more than one week at a time.

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

- **Experience in urban design and mobility.** You have worked within transportation or urban design space, focusing on streets, and can speak confidently about the role streets can play in the livelihood of cities.
- **Excellent verbal and written communication skills.** You have experience communicating technical concepts to a diverse audience through verbal, visual, and written means. Fluency in the local language (either Vietnamese or Bahasa Malaysian) is required. You also effectively communicate with teammates to clarify the project scope and provide timely updates on progress.
- **Proficiency in design.** You can create site plans, sketches, sections, and other materials to communicate street design concepts to various audiences using AutoCAD, Adobe Suite, SketchUp, and other 2D and 3D visualization software. Proficiency in Microsoft Word, Excel, PowerPoint, and counterparts on Google, such as Google Docs, Sheets, Slides, etc.
- **Organized and accountable.** You can work on and stay organized with multiple projects simultaneously, being accountable for meeting deadlines. Able to organize activities and deadlines with teammates and partners.

- **Aligned with GDCI's values** of leading with imagination, striving for positive impact, acting with empathy, promoting collaboration and accountability, and celebrating diversity and inclusion.

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, PowerPoint, and G Suite is required.

- A working knowledge of Rhino 3D or SketchUp may be required for specific projects.

How to Apply

- **Deadline for applications:** Applications accepted on a rolling basis—please don't delay! Final deadline is January 30, 2026.

- **Submit applications:** Through GDCI's [application portal](). If you need support, please contact [careers@gdci.global]().

- **Attachments: :** Include a cover letter and resume (CV) detailing relevant work experience. Additional attachments demonstrating street design or presentation skills are encouraged.

- **Benefits:** GDCI offers a competitive compensation and benefits package, including health coverage, retirement benefits, paid sick leave, vacation, and holidays. Salary is based on local markets within the nonprofit/NGO industry and commensurate with experience and skills.

- **Use of AI:** At GDCI, we are excited about the further use of technology to advance our mission. However, we expect all submissions for this role (and subsequent interview materials) to include transparency of the applicant's use of AI (if any) in any written or visual materials. If AI is used to produce any element of the application, please acknowledge that in the content.

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.