



---

Job Opening	<b>Capacity Building Associate</b>
Start Date	Q3-Q4 2026
Salary	Compensation is based on the country of hire and within range of the local nonprofit/NGO industry.
Location	Remote (Work from Home): Open to any timezone

---

Global Designing Cities Initiative (GDCI) is seeking a **Capacity Building Associate** to join its mission to transform streets around the world. This role will report to the Capacity Building Senior Manager, and is a cross-cutting position within the Design and Research team. In this role, you will assist in the coordination of GDCI's capacity-building efforts. Capacity building is a fundamental aspect of GDCI's technical assistance work. As part of the Bloomberg Initiative for Cycling Infrastructure, Bloomberg Initiative for Global Road Safety, and Streets for Kids program, GDCI provides various in-person and remote workshops and training sessions to equip local leaders, practitioners, and communities with the knowledge, tools, and inspiration to transform their streets into great urban places.

## 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.

## Who you are

GDCI is looking for a highly organized, detail-oriented, and design-savvy team member to be our new Capacity Building Associate. The right candidate is passionate about creating impactful learning experiences related to great street design. You are comfortable working across teams and time zones and value diverse perspectives. You are a strong visual and verbal communicator and enjoy and see the value of translating technical urban design concepts into engaging, innovative, and accessible learning experiences for global audiences.

## What you'll do

### Assist in the coordination of the capacity-building **strategy and organization**

- Contribute to the ongoing refinement of GDCI's cross-cutting capacity building approach as part of a recently established team.
- Organize and maintain capacity building resources, such as presentation master decks, workshop tools, and supplemental materials, to create an easily accessible, up-to-date, and shareable library of content.
- Work closely with teams across programs to standardize and implement structures and protocols for internal and external capacity building at GDCI.
- Align and coordinate with the Communications team to streamline content between capacity building and external digital communication, including graphics, animations, and videos.
- Stay in regular communication with program teams to understand and document current and future needs, priorities, feedback, and capacity-building goals.

### Support cross-cutting capacity-building **content development and delivery**

- Support the development of new materials, and curriculum design in collaboration with program teams.
- Support internal and external knowledge-sharing efforts related to content from new guides and publications. This could include supporting webinars, workshops for conferences, online courses and resources, and internal knowledge sharing on the content, etc.
- Support teams in preparing for and delivering high-quality capacity-building sessions to city teams, community members, and other audiences.
- Stay informed on current trends, latest technologies and AI capabilities to help introduce new ideas, tools, and approaches from the evolving field of capacity building, instructional design, and online education.
- Research and apply effective storytelling strategies informed by the psychology of learning.
- Adapt and refine content for diverse audiences, geographies, and delivery formats.
- Coordinate translation of materials and help ensure accessibility across languages, regions, and platforms.

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

- **Street design knowledge and experience:** Passion for street design, sustainable mobility, and public spaces. Commitment to reimagine streets as places for people, shaping cities that are safe, healthy, accessible, and equitable for everyone.
- **Design and communication skills:** Strong visual and verbal communication skills with the ability to create clear, engaging, and well-structured presentations, narratives, and training materials. Familiarity with instructional design or online education is a plus.

- **Organization and coordination:** Excellent administrative and organizational skills, including tracking timelines, attention to detail, managing multiple workstreams, and following up on tasks.
- **Collaboration and adaptability:** Comfortable working across teams, programs, and cultural contexts.
- **Global, inclusive perspective:** Ability to work across cultural and geographic contexts, with sensitivity to diverse local and individual needs and the flexibility to adapt content approaches accordingly.

## How to Apply

- **Deadline for applications:** Applications accepted on a rolling basis—please don't delay! **Final deadline is EOD June 30th, 2026.**
- **Submit applications:** Submit a letter of interest (maximum of 2 pages) that includes why you would be a great fit for this position, and a CV to **careers@gdci.global**, with Subject line: "Capacity Building Associate position".

*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!