
Job Opening	Program Associate
Start Date	Q3 2026
Salary	Compensation is based on the country of hire and within the range of the local nonprofit/NGO industry.
Location	Remote (Work from Home): Preferred Location(s) Kenya, South Africa

Global Designing Cities Initiative (GDCI) is seeking a **Program Associate** to join its mission to transform streets around the world. This role is supported by the Bloomberg Initiative for Global Road Safety (BIGRS) and 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. 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 (design, research, communications) 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.

Example activities for the GDCI Program Associate may include:

Supporting City Technical Assistance

- 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 street design improvements.
- Research and recommend case studies, content, or visual/technical approaches for projects, publications, or presentations, incorporating real-world examples (that consider local African contexts) and global best practices into draft content.
- Summarize and convey complex information in written, verbal, and visual formats for various purposes, utilizing Adobe Creative Suite, AutoCAD, SketchUp, or other 2D or 3D software.
- Assist with project documentation, data collection, and observational studies.
- Set the stage to implement site transformations, support site analysis, and collect metrics for project impact evaluation.
- Prepare project proposals, reports, and presentations related to regional projects.

Capacity Building & Engagement

- Support workshops and training sessions using GDCI and *Global Street Design Guide* 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 handling production/printing coordination.
- Co-facilitate training and briefings for designers, engineers, consultants, students, traffic police, journalists, and other local stakeholders.

Project Administration & Programmatic Support

- Own the coordination of multiple project demands, working closely with GDCI Program Managers and Regional Leads 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
- Participate in program-related local meetings with city staff 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 varied working hours, this role will require a schedule that is adjusted to coordinate asynchronously and synchronously across time zones. 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, typically not exceeding more than one week at a time.

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

- **Experience in Urban Design and Mobility:** You have worked within the transportation or urban design space and can speak confidently about the role streets play in the livelihood of cities.
- **Excellent Communication Skills:** You have experience communicating technical concepts to a diverse audience through verbal, visual, and written means. You effectively communicate with teammates to clarify project scopes and provide timely updates on progress.
- **Proficiency in Design:** You can create site plans, sketches, sections, and other materials to communicate street design concepts using AutoCAD, Adobe Creative Suite, SketchUp, and other 2D and 3D visualization software.
- **Organized and Accountable:** You can work on and stay organized with multiple projects simultaneously, taking personal ownership of timelines and team deadlines.
- **Values Alignment:** 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

GDCI does not have minimum requirements for education or professional experience. We look for diversity in relevant and differing experiences and professional backgrounds.

Generally, we expect that employees will have the following baseline experience for 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
- Candidates must have working proficiency in office software such as Microsoft Office, Google Workspace, and Slack. This role also requires proficiency in technical software including the Adobe Creative Suite. Experience with AutoCAD and Sketchup are also desirable.

Working Conditions, Physical Requirements

- This role is performed remotely within the country of hire, at an average of 40 hours a week.
- There may be routine expectations of participation in non-standard work hours (i.e., 9:30-17:30 local time).
- 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.

Supervision Responsibilities

- May supervise consultants or interns/fellows when available, with supervisor oversight.

How to Apply

- **Deadline for applications:** Applications accepted on a rolling basis—please don't delay! Final deadline is July 15, 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 writing, digital content creation, and communication 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.

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.