Global Designing Cities Initiative

Job Opening	**Program Associate (BIGRS)**
Start Date	**Q1 2027**
Salary	Compensation is based on the country of hire and within range of the local nonprofit/NGO industry.
Location	Greater Santo Domingo (Hybrid, with some days per week expected to be worked in person from the offices of relevant city agencies in the National District.

Global Designing Cities Initiative (GDCI) is seeking a **Program Associate** to join its mission to transform streets around the world. This role will support the Bloomberg Initiative for Global Road Safety Program (BIGRS) by coordinating and delivering technical assistance activities in selected cities 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 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:

Supporting City Technical Assistance

- Produce technical drawings and sketches, and review designs and documents for various cities, specifically in the National District in the Dominican Republic.

    - 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 (GDCI is currently based in the United States but with staff spanning numerous other countries in the Americas, Africa, and Asia).
- Other technical work as needed.

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, and local partners.
- Help organize community engagement events, including preparing support materials and coordinating production and printing.
- Co-facilitate training sessions and briefings for designers, engineers, consultants, students, police, journalists, and other stakeholders.
- Participate in program-related meetings with city staff and local partners as needed.
- Represent GDCI at selected meetings, presentations, workshops, and other external events as needed.

Project administration and programmatic support

- Coordinate multiple project demands, working closely with GDCI Program Managers and the Americas Regional Lead to support priority setting and timely delivery.

- 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 distributed team, this role will require some flexibility in working hours to accommodate meetings in the different time zones and working schedules across the team. 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. Road safety experience is a nice-to-have.
- 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.
- Excellent verbal and written communication skills. You have experience communicating technical concepts to a diverse audience through verbal, visual, and written means. You also effectively communicate with teammates to clarify the project scope and provide timely updates on progress. Fluency in both English and Spanish is required;
- 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.
- Collaborative and self-motivated. You work effectively with colleagues across teams and countries, as well as with government partners and other stakeholders. You are comfortable working independently, take initiative, and recognize when to seek guidance or support. You demonstrate empathy, accountability, and respect for diverse perspectives and experiences, in line with GDCI's values.

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! The final deadline is November 20, 2026.
- **Submit applications:** Through GDCI's application portal. If you need support, please contact careers@gdci.global.
- **Attachments:** Include a short cover letter, resume, and a portfolio (or equivalent work samples) 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 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.

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