

## JOB OPENING

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### Program Associate, Americas

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### Global Designing Cities Initiative

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**Job Title:** Program Associate, Americas

**Start Date:** Q3 2023 (August 2023)

**Salary:** Salaries are indexed to NGOs in the country of hire.

**Location:** Remote/ Work from home -Americas (preferred locations, Brazil, Mexico, USA)

The Global Designing Cities Initiative (GDCI) is seeking a **Program Associate** for the Americas region to join its mission to transform streets around the world. This role will support the Bloomberg Initiative for Global Road Safety Program (BIGRS) in the Americas by working closely with cities partners to design and implement road safety infrastructure projects, producing technical written and visual content/designs, publication or booklet development, training and workshops, and other related activities that support GDCI work in selected cities in the region. Your work will adhere to the global best practices summarized in GDCI's publications and overall precedence.

#### Who we are

The Global Designing Cities Initiative (GDCI) was launched in 2014, with a mission to inspire a shift toward safe, sustainable, and healthy cities through transforming streets. GDCI's work is informed by the strategies and international best practices captured in the Global Streets Design Guide (GSDG). GDCI works with cities around the world to transform their streets through high-profile, rapid urban design projects geared towards making them more accessible to people who walk, bike, and take public transportation.

#### What you will do

The **Program Associate** will work closely with the full GDCI team, reporting directly to the BIGRS Program Manager with close collaboration with various project and country leads.

You will coordinate closely with the BIGRS America's team and will collaborate with other members of the GDCI team to support various projects within the region by reviewing or producing street designs, technical written and visual content, publications, trainings or workshops, representing GDCI through external meetings, presentations and events that support projects of GDCI work in select cities in the Americas.

The primary activities for the GDCI Program Associate Americas include:

#### Technical support

- Produce technical drawings and sketches, review designs and documents for various cities.

- Produce technical drawings and sketches for cities street design projects.
- Review local, regional, or national regulations, codes, and design guidance documents, identifying 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 and best practices into draft content.
- Summarize and convey written, verbal and visual, complex information for various needs, such as multiple projects, publications, or presentations, using 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 for site analysis, and metrics collection for project impact evaluation.
  - Assist 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 the Americas (GDCI is currently based in the United States, Mexico, Colombia, Brazil, and Ecuador).
- Other technical work as needed.

#### **Project administration and programmatic support**

- Own the coordination of multiple project demands, working closely with BIGRS Program Managers in the Americas Region and regional lead for priority setting.
- Represent GDCI and foster relationships when engaging with stakeholders in the Americas Region, such as vendors, partners, or other external contacts. Route or escalate communications as needed and keep all appropriate stakeholders informed.
- Move projects forward by preparing, tracking, and filing reports, contracts, and other programmatic documents. Responsible for timely follow-up and proper filing conventions.

### 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. This role will require some flexibility to accommodate a schedule of a globally based team. You are a self-motivated individual that can operate independently, but recognize when and how to ask for assistance if needed. Some regional travel may be required, but it is not a frequent expectation of this role.

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

- **Experience in urban design and mobility.** You have worked within transportation or urban design space focusing on streets and can speak authoritatively 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 wide range of people verbally, visually, and in writing. Fluency in languages besides English is a plus (Spanish, Portuguese). 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 a range of 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 GoogleDocs, Sheets, Slides, etc.
- **Organized and accountable.** You can work and stay organized on multiple projects at the same time being accountable for deadlines. Able to organize activities and deadlines with teammates and partners.

### 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 GSuite is required.
- Working knowledge of Rhino 3D or SketchUp may be needed for specific projects.

### How to Apply

- **Deadline for applications:** Applications are accepted on a rolling basis—please don't delay! Final deadline is July 30, 2023.
- **Email applications to:** [careers@gdci.global](mailto:careers@gdci.global)
- **Email subject line:** Program Associate 2023 | Firstname\_Lastname
- **Attachments:** Include a cover letter and resume (both in English) detailing relevant work experience. We welcome additional attachments demonstrating design, writing and visual communication skills, or any other relevant work sample connected to the role. If you've applied for other roles at GDCl, please indicate when you last applied and for which position.
- **Benefits:** GDCl offers competitive compensation and benefits package, including health coverage, retirement benefits, paid sick leave, vacation, and holidays. GDCl bases salaries on local markets within the nonprofit/NGO industry and commensurate with experience and skills.

*GDCl 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.*

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

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