

JOB OPENING



Program Associate, NACTO's Global Designing Cities Initiative

Job title: Program Associate
Start date: July/August 2018
Salary: Commensurate with experience
Location: New York City

The National Association of City Transportation Officials (NACTO) is seeking a full-time **Program Associate** for its Global Designing Cities Initiative (GDCI), a multi-year initiative that aims to inspire a shift toward safe, sustainable, and healthy cities by reclaiming and transforming streets. The position will go through the end of 2019, with potential for extension depending on program funding.

Who we are

The [National Association of City Transportation Officials](#) (NACTO) is a 501(c)(3) non-profit association that represents large cities on transportation issues of local, regional and national significance. The [Global Designing Cities Initiative](#) (GDCI), is a program of [NACTO](#). Launched in 2014, GDCI's mission is to inspire a shift toward safe, sustainable, and healthy cities through transforming streets. GDCI's work is informed by the strategies and international best practice captured in the [Global Street Design Guide](#).

What you'll do

The Program Associate will support the team's road safety work, including helping to develop a supplemental publication to the *Global Street Design Guide* focused on designing urban streets for safe speeds. In this role, the Associate will help to conduct research, develop case studies, and generate drawings for the publication. In addition, the Associate will occasionally support the team's work in international cities. Some assistance coordinating meetings and other administrative tasks will also be required. For this position, NACTO-GDCI is looking for an individual with strong visual communication skills, including demonstrated proficiency with AutoCAD and the Adobe Creative Suite (InDesign, Photoshop, and Illustrator).

The associate will be responsible for the following:

- **Technical drawings:** Support the team in conceptual and technical design development and drawings using AutoCAD and/or 3D modelling.
- **Graphic design:** Generate diagrams, charts, infographics and other visual content for the safe speeds publication and other materials. Support GDCI staff in layout of the publication, as well as other documents and materials using Adobe Creative Suite.

- **Research:** Research and draft content for the safe speeds publication. Help identify and document real-world examples of strategies to promote safe speeds in urban areas.
- **Other tasks:** Other research, design, and administrative tasks as assigned.

Who you are

The GDCI Program Associate must be highly self-directed and comfortable working with and taking direction from colleagues who are frequently traveling. Additionally, the Associate should be:

- **A strong visual communicator:** Able to represent designs and concepts visually. Proficient in Adobe Creative Suite (InDesign, Photoshop, and Illustrator) with a strong graphic sensibility.
- **Collaborative:** Able to work iteratively, collecting feedback from colleagues and incorporating it into their work. The ideal candidate will be flexible and willing to pitch-in to take on tasks whenever help is needed.
- **Organized and able to deliver on time:** Able to juggle multiple projects, stay organized, and meet deadlines. Must be able to communicate with teammates to clarify project scope and provide updates on progress, when needed.
- **Passionate about urban planning and design:** Applicants should have past experience in the fields of city planning, urban design, architecture, or transportation planning. Background knowledge in road safety, public health, and/or sustainable mobility as well as familiarity with the GSDG a plus.

How to apply

- **Deadline for applications:** Applications accepted on rolling basis—please don't delay! Final deadline is June 27th 2018.
- **Email applications to:** global@nacto.org
- **Email subject line:** Program Associate Position | Your Firstname_Lastname
- **Attachments:** Include a short cover letter, resume, and **three** work samples demonstrating your skills in Adobe Creative Suite, AutoCAD, Sketchup, and/or other similar programs. Include an explanation of your work samples (client, brief project description, etc.), noting your specific contributions if it was a group effort.
 - Send compiled materials in **one** PDF file of no more than twelve pages with a maximum size of 25MB.
 - Please look at the GSDG for ideas on the type of graphic skills we're looking for.

- Applications submitted without work samples will not be reviewed or considered.

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

NACTO is an Equal Opportunity Employer. Employment opportunities at NACTO are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, ethnicity, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.