



THE CENTER FOR URBAN PEDAGOGY
232 THIRD STREET#D201
BROOKLYN, NY 11215
(718) 596-7721
welcometoCUP.org

CUP is hiring!

The Center for Urban Pedagogy (CUP) is a nonprofit organization that uses the power of design and art to increase meaningful civic engagement. CUP collaborates with designers, educators, advocates, students, and communities to make educational tools that demystify complex policy and planning issues. We believe that increasing understanding of how these systems work is the first step to better, more equitable, and more diverse community participation.

For more information, visit CUP at <http://welcometoCUP.org>

CUP is seeking a Program Manager.

CUP is seeking a full-time Program Manager to work on our Community Education projects. Community Education programs are collaborations of CUP staff; visual thinkers, like artists and graphic designers; and people working in communities, like organizers and advocacy groups. The Program Manager will oversee our Public Access Design program and collaborate on other Community Education programs, including Making Policy Public and Envisioning Development Toolkits. Public Access Design is an effort to support quick-turnaround collaborations of CUP, designers, and advocates to produce timely tools for community organizing. The Program Manager will report to CUP's Executive Director.

The ideal candidate for Program Manager would be someone with a demonstrated understanding of urban policy and planning issues; a strong desire to create accessible and creative tools that help demystify these topics; a belief in the power of visual communication to do so; experience managing creative projects; a desire to work in a collaborative setting with a broad range of partners; and a commitment to social justice.

The Program Manager's responsibilities include:

- Outreach to existing and potential project partners, particularly community organizers and advocates
- Facilitating project implementation, including coordinating a diverse group of participants, keeping projects on track, and managing project budgets
- Researching complex policy and planning topics and translating them for lay audiences
- Extensive writing, with a focus on clear, jargon-free communication that makes complex ideas accessible
- Conducting workshops using our completed Envisioning Development Toolkits in academic

and community organizing settings, and training others to use these toolkits

- Assisting in development of new projects and programs
- Overseeing printing, production, and fabrication of final products
- Developing written program outreach materials, including press releases, website news updates, and materials for grants and other needs, as required
- Working with other staff to provide general organizational support as needed, such as maintaining the website, conducting outreach to bookstores that carry our products, organizing public programs, etc.

We are seeking a candidate with a degree in policy, planning, or a related field; 3-5 years of professional experience; excellent writing, communication, and people skills; some experience managing others; the ability to collaborate with a range of partners; creative problem-solving skills; and demonstrated interest or experience in some aspect of design and visual culture.

The candidate should be proficient with Microsoft Office applications and Adobe Creative Suite. A facility with basic web applications, or a willingness to learn is helpful.

Please email application materials, as described below, to apply@welcometocup.org by 5:00 PM on Friday, May 16th. Interviews will take place the weeks of May 26th and June 2nd, for a flexible start date in June. Salary commensurate with experience. Health benefits are provided, and optional employee-paid dental insurance is available at a low cost.

If you are interested in the position, please send the following materials *in a single PDF document (max 3MB)*:

- Resume, with salary history
- Cover letter demonstrating your interest in the position, your relevant experience, and your interest or experience in design or some other aspect of visual culture
- Short (up to 3 pages) writing sample, demonstrating your ability to distill complex issues
- Names and contact information for 3 professional references.

We will not review applications that do not provide all requested materials (including salary history).

No phone calls, please.

CUP is an equal opportunity employer and strongly encourages people of color, LGBTQ candidates, and disabled candidates to apply.