



THE CENTER FOR URBAN PEDAGOGY  
232 THIRD STREET#D201  
BROOKLYN, NY 11215  
(718) 596-7721  
[welcometoCUP.org](http://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. We collaborate 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 Assistant.

CUP is seeking a full-time Program Assistant to provide general project, organizational, and administrative support on our Youth Education and Community Education programs.

Position responsibilities include:

- Working with the Development and Communications Director to create CUP's external communications materials, including email blasts, fundraising outreach, and press releases
- Conducting outreach on completed CUP projects to organizations that might use them, particularly educational institutions and community organizations
- Conducting workshops using CUP tools and training others to use them
- Extensive writing to communicate with a range of audiences, as well as to create outreach materials for funders, partner organizations, the press, etc.
- Developing basic visuals for communication materials such as student recruitment, emails, and event invitations; assisting with other design, review, and production, as needed
- Project archiving and documentation; updating website with new project information
- Assisting with project selection jury meetings and coordinating jury process
- Conducting post-project evaluations with community partners
- Policy and planning-related research on topics for CUP's Youth Education and Community Education projects
- Identifying interviewees for Youth Education projects and setting up interviews
- Providing general administrative and organizational support as needed

We are seeking a candidate with an interest in policy and planning issues, demonstrated research and communication skills, and a commitment to social justice. The ideal candidate would be outgoing, self-directed, extremely detail-oriented, and able to work in a collaborative environment

with a broad range of partners. Candidate must possess excellent verbal and written communication skills.

The candidate must be proficient with basic web applications, Adobe Creative Suite software, and Microsoft Office. An interest in design and visual culture, and experience with database software are both pluses.

We are looking to fill this position as soon as possible. Salary range is \$26,000 to \$30,000, commensurate with experience. Benefits include full health insurance coverage, opt-in dental coverage, and two weeks paid personal days.

If you are interested in the position, please send your resume; a cover letter; a short writing sample (3-5 pages), preferably demonstrating your ability to distill complex issues; and names and contact information for 3 references.

Please send all materials as a single PDF to [apply@welcometoCUP.org](mailto:apply@welcometoCUP.org) by Monday, November 3rd at 10 am. Include in the subject line: General Program Assistant.

No phone calls, please.

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