



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. 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 and organizational support on our Youth Education and Community Education programs.

Position responsibilities include:

- Policy and planning-related research on topics for CUP's Youth Education and Community Education projects
- Extensive writing to communicate with a range of audiences, as well as to create outreach materials for funders, partner organizations, the press, etc.
- Identifying interviewees for Youth Education projects and setting up interviews
- Assisting with project selection jury meetings and coordinating process
- Project archiving and documentation; updating website with new project information
- 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
- Conducting post-project evaluations with community partners
- Assisting with CUP communications, including email blasts, fundraising outreach, and press releases
- Developing visuals for communication materials such as student recruitment, emails, and event invitations; assisting with other design, review, and production, as needed
- 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.

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.

Interviews will take place in late January, for a flexible start date in February. Salary range is \$25,000 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 list of 3 references with contact information.

Please send all materials as a single PDF to apply@welcometoCUP.org by Monday, January 20th at 5 pm. Indicate the position you are applying for in the subject line of the email.

No phone calls, please.

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