



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, organizational, and administrative support for our Youth Education and Community Education programs.

Position responsibilities include:

Project support:

- Assist Youth and Community Education Program staff with project management tasks, including meeting planning and documentation, and facilitating regular communication with project partners
- Coordinate the production of final products
- Policy and planning related research on topics for CUP's Youth Education and Community Education projects
- Document and archive projects, including updating the website with new project information
- Assist with project evaluations with project partners
- Coordinate project launches and other project-related events

Program support:

- Coordinate open calls for program applications and assist with the jury selection process
- Coordinate program-related events, including launch events, jury meetings, and trainings
- Conduct workshops using CUP tools and train others to use them

Communications, outreach, and administrative support:

- Write extensively and develop communications for a range of audiences
- Conduct outreach on completed and in-development CUP projects to organizations that might use them, particularly educational institutions and community organizations
- Provide 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 strong 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 and Microsoft Office. An interest in design, visual culture, and experience with Adobe Creative Suite software are pluses.

In support of our commitment to achieving greater social justice, CUP strives to be a healthy, positive, and sustainable place to work. To that end, we provide free health insurance benefits, a flexible leave policy, professional development opportunities, and a reasonable work schedule that allows our staff to have a healthy life both inside and outside of work. We are also committed to working together as a staff to better understand issues of race, equity, and justice and to continue to further our own education on how we engage with and address those issues as individuals and as an organization.

While this is an entry level position, we are looking for someone interested in developing both their own skills and CUP's programming. There is room for growth in this position and within the organization.

If you are interested in the position, please send your resume; a cover letter; a short writing sample (3-5 pages), that demonstrates 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, December 11th at 5pm. Include "Program Assistant" in the subject line.

Please note that we will NOT review applications that do not provide all requested materials. No phone calls, please.

*CUP is an equal opportunity employer. We are committed to fair and inclusive employment practices, and strongly encourage people of color, women, LGBTQ individuals, people with disabilities, and others who may contribute to the diversification of ideas to apply.*