CUP is seeking a Program Manager

The Center for Urban Pedagogy (CUP) is seeking a Program Manager to work on our Community Education programs. The Program Manager will be an important part of CUP's Community Education team, managing projects in core programs like Making Policy Public, Public Access Design, Envisioning Development, and our Technical Assistance work, and contributing to the ongoing evaluation, improvement, and expansion of CUP's work with community partners.

We are seeking a creative and energetic individual with experience in design and policy who wants to use design and art to contribute to meaningful social change. In particular, we seek someone with experience with design, project management, and working with historically marginalized communities as well as a deep commitment to social justice.

About CUP

The Center for Urban Pedagogy (CUP) is a nonprofit organization that uses the power of design and art to increase meaningful civic engagement, particularly among historically under-represented communities.

CUP's work addresses the needs of communities struggling to make sense of the complex public policies and decision-making processes that impact their lives, from affordable housing to labor rights. By collaborating directly with communities to create accessible and visual explanations on issues important to them, CUP provides individuals with the tools to claim their rights, advocate for their needs, and fight for social justice.

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

Program Manager

CUP is seeking a full-time Program Manager to work on our Community Education programs. Community Education programs are collaborations of CUP staff; visual thinkers, like artists and graphic designers; and people working in communities, like organizers, service providers, and other advocates.

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, while supporting the development of designers who want to engage in

community-driven work. The Program Manager will report to CUP's Director of Programs.

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.

We realize the full set of desired experience and skills outlined below may not be that common. The ones that are critical for a candidate to be considered for the position are: design or visual experience, project management experience, previous work with historically marginalized communities, and a commitment to social justice. We ask that you specifically address these areas, as well as other qualifications, in your cover letter.

Responsibilities:

The Program Manager's responsibilities include:

- Managing projects including coordinating a diverse group of participants, keeping projects on schedule, and managing project budgets
- Using CUP's community-engaged design methodologies to collaborate with various stakeholders to create accessible, visual explanations of complex issues, including facilitating interviews, focus groups, and other feedback sessions with members of the target audience for each project
- Conducting outreach to existing and potential project partners, particularly community organizers and advocates
- Managing contractors as well as other CUP staff, particularly program assistants and interns
- Writing, with a focus on clear, jargon-free communication that makes complex ideas accessible
- Providing art direction and guiding design processes with our design collaborators
- Researching complex policy and planning topics and translating them for lay audiences
- Conducting workshops using our completed Envisioning Development Toolkits in academic and community organizing settings, and training others to use these toolkits
- Evaluating projects and programs
- Assisting in development of new projects and programs and continued evolution

of existing 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 communications, as required
- Participate in activities that help CUP to thrive, including strategic planning, fundraising, supporting the development of CUP's organizational infrastructure, providing other organizational support as needed, and engaging in our work to continue to further make our projects and processes more directly anti-racist

Who should apply?

Requirements for this position include:

Related Experience:

- A minimum of 5 years of work experience in a related field including experience managing projects and working on multiple projects simultaneously
  - Relevant fields may include public policy, government, communications design, service design, arts/culture/curatorial management, urban planning, as well as others, but the strongest applicants will demonstrate some ability to understand both design and policy
- Experience leading community-engaged design, human-centered design, or other participatory design processes from an anti-oppressive perspective and which center directly impacted communities
- Strong visual literacy, included demonstrated interest in or experience practicing some field of design and/or artistic work
- Experience with and ability to understand public policy
- High level of proficiency with Adobe Creative Suite software, basic web applications, and Microsoft Office
- Some experience managing entry-level staff and/or interns
- Some experience managing or working with project budgets

Collaboration & Communications Skills

- Ability to work with a broad range of partners in a variety of communities; particularly with a strong understanding of racial justice and an ability to engage respectfully with individuals from historically under-represented communities (whether or not you come from one yourself); our stakeholders and partners include members of many different communities, community organizers, funders, government agencies, designers, teaching artists, and high school students
- Strong communication skills, including the ability to speak and write clearly and accessibly for multiple audiences

Interests & Other Qualifications

- Demonstrated commitment to social justice, and specifically to racial justice
- Interest in being part of a fast-paced, growing organization
- Ideal candidate is friendly, fun, self-directed, extremely detail-oriented, and able to work in a collaborative environment with a broad range of partners
- Strong administrative & time management skills

In addition, any of the following skills and experience are a plus:

- Familiarity with NYC community organizing landscape
- Fluency in another language, particularly Spanish
- Experience art directing
- Digital UX/UI experience

Culture, Salary & Benefits

CUP is committed to fostering greater equity in the work we produce, the way we produce it, and the way we function as an organization. We seek to be an organization where people with different abilities and from different racial, ethnic, gender, and socioeconomic backgrounds can thrive together, and where our practices create opportunities, not barriers, to achieving greater social justice.

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, 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. We ask all staff members to engage in continuous professional development, and use our annual review process to identify individual goals for each year.

This is a full-time, salaried position. The salary range for the position will be $45,000-$60,000, commensurate with experience. CUP is a 10-person organization with an annual budget of $1.2 million.

Our office is based in Gowanus, Brooklyn, but we work with community partners all over New York City and travel throughout the five boroughs regularly. This position may also entail occasional travel outside of New York City. Normal staff hours are 10 am to 6 pm, but our work requires occasional evening and weekend events, such as launch events, workshops, presentations, and fundraisers.

Timeline & Selection Process

Applications will be accepted on a rolling basis until noon Eastern time on Monday, January 14th.

CUP staff will review all complete applications on a rolling basis and schedule interviews (to be conducted in-person or via Skype/Google Hangout) in January. Finalists may be asked to complete a short assignment.

Applicants will be notified in early March.

How To Apply

If you are interested in the position, your application should include (in this order):
- A cover letter, in which you address why you are interested in this position, how your experience qualifies you for it, and why you would like to work at CUP
- A current resume
- A short writing sample (3 pages maximum), preferably on a topic relevant to CUP's work
- A list of 3 references, with contact information. (No need to provide letters!)

Please send all materials as a single PDF (max 5 MB) to apply@welcometoCUP.org. Include "Program Manager" in the subject line.

Please note that we will NOT review applications that do not provide all requested materials. In addition we will not use links to access additional information that is not included directly in the PDF (this includes links to web-based portfolios).

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.