



National Association of City Transportation Officials (NACTO)

Cover Letters and Resumes should be sent to hr@nacto.org by March 16, 2015 with subject “Designing Cities Fellow”

Job Title: Designing Cities Fellow
Start Date: May 2015
Duration: 6-month Fellowship
Salary: \$2,500/month
Location: New York City (Midtown Manhattan)

Join the dynamic Designing Cities team at the National Association of City Transportation Officials (NACTO). NACTO, a non-profit association that represents large cities on transportation issues of local and national importance, seeks a recent graduate in the field of city planning, sustainable transportation, architecture, urban design, or public policy for a six-month paid fellowship. The desired candidate is self-motivated with an interest in working directly with city staff around the country on issues of sustainable transportation and major trends in urban planning, design, and policy.

Responsibilities will include:

- Conduct regular and ongoing outreach to cities around the country through the Designing Cities Initiative and Cities for Cycling project
 - Interview city staff about successful, game-changing, sustainable transportation projects and write case studies about cities implementing the *Urban Bikeway Design Guide* and *Urban Street Design Guide*
 - Conduct research and interviews to contribute content to the forthcoming *Transit Streets Design Guide* and white papers on topics in cycling infrastructure design
 - Collect and post news and information about Cities for Cycling and Designing Cities regularly
 - Manage a photo library of city transportation project photos
- Assist with program development, speaker outreach, and logistics for the 2015 Designing Cities conference in Austin, Texas
- Help to organize press events, workshops, and trainings
- Candidates with design experience or expertise will have the opportunity to create illustrations for forthcoming design guides, similar in style to the *Urban Street Design Guide*, generating original graphics using a variety of design software applications

The fellow will work on two of NACTO’s ongoing initiatives, Designing Cities and Cities for Cycling.

Qualifications

- Graduate Degree (preferred) or Bachelor’s degree in Urban Planning, Urban Studies, Public Policy, Urban Design, Transportation Systems, Architecture or Civil Engineering with a demonstrated interest in sustainable transportation.
- Relevant internship and work experience in sustainable transportation, urban development, and related fields.

Required Skills

- Strong communication skills, both spoken and written
- Strong research and organizational skills
- Advanced computer skills in a Windows environment (Word, Excel, Outlook, PowerPoint)

Desired Skills

- Proficiency with Adobe Creative Suite (InDesign, Photoshop, and Illustrator) and Google Sketchup