Job Title: Program Associate (General)
Start Date: October 2021
Salary: $60,000 - $68,000
Location: NACTO is based in NYC, and shifted to a fully remote work structure in response to the COVID-19 pandemic. We are currently evaluating our office expectations, with a goal to establish a work policy that allows for flexibility and collaboration. All staff will be notified of our return-to-office plans with ample time to make preparations.

The National Association of City Transportation Officials (NACTO) is seeking an enthusiastic person to join our team as a full-time Program Associate. You will work with a change-oriented group of city transportation officials and a NACTO team that aims to turn big ideas into real projects that accelerate change and create more just and sustainable cities and places.

What you’ll do:
You will support NACTO’s peer networks, events, resources and work products, helping to develop key guidance and resources for cities across North America. You will do this by working closely and collaboratively with staff at NACTO to develop content for written publications, trainings, workshops, and online resources. You will take the lead on creating and updating peer network resources, connecting directly with practitioners to elevate and share their work and ensure individual city voices are incorporated into national guidance and policies.

More specifically, you will do things like:

- **Research and write content for NACTO reports, products, and guidance** such as:
  - The upcoming 3rd Edition of the *Urban Bikeway Design Guide*, transit and Vision Zero focused practitioners papers, case studies, blog posts, policy statements, etc.
- **Support in delivering excellent in-person & virtual programming** such as:
  - Assist with development and facilitation of American Cities Climate Challenge cities-only workshops on topics such as speed management or congestion pricing;
  - Help plan and host a multi-day transit “Roundtable” event in a NACTO member city, bringing together transit operators and city staff from around North America to improve transit;
  - Attend and support NACTO events as needed, such as the Designing Cities Conference in spring 2022.
• **Support and foster the activities of one or more topic-based peer networks**, focusing on cycling, transit, safety, transportation equity, etc. Typical activities include:
  ○ Connect directly with staff in member cities, individually and in groups, to develop or support peer network programming or events;
  ○ Track emerging topics and regularly update NACTO’s shared peer network info resources.

• **Lead on the maintenance and expansion of NACTO core resources**, by doing things like:
  ○ Find, source, and organize great transportation photos for NACTO’s new public-facing photo library;
  ○ Communicate with city staff to identify and add content to NACTO’s members-only street design typicals library;
  ○ Update NACTO’s website, use or learn basic HTML/CSS to add new text and graphic content to support NACTO publications, statements, and programs.

**Who we are:**
NACTO is a nonprofit association of 91 major North American cities and transit agencies formed to exchange transportation ideas, insights, and practices and cooperatively approach national transportation issues. Our members include cities such as Denver, Los Angeles, Cambridge, New York City, and San Antonio, and transit agencies such as King County Metro and Minneapolis Metro Transit. Our mission is to build cities as places for people, with safe, sustainable, accessible, and equitable transportation choices that support a strong economy and vibrant quality of life. Our team is passionate and committed to challenging the status quo in transportation and raising the bar for city streets.

**Who you are:**
We’re looking for curious and critical thinkers who can help translate the experiences and efforts of individual transportation practitioners into smart policy and guidance for cities across North America that will make streets safer for everyone. The ideal candidate has excellent writing skills, strong critical thinking and research and research skills, a basic understanding of transportation concepts, especially as related to safe, accessible, equitable bike, pedestrian, and transit infrastructure, skill in communicating and building relationships with people around the US, and an ability and willingness to work on multiple projects at once. This position is ideal for someone who is early in their career or looking to shift into transportation.

To be successful in this job, you will excel in 5 areas:

• **Critical thinking & research**: You are able and interested in seeking out information from multiple sources (e.g. interviews, internet, written communication, images, drawings, tables, graphs, and simple datasets, group and individual conversations), critically considering perspectives, and translating information into clear case studies, reports and guidance, messaging points, etc.

• **Writing** - You have excellent writing and communication skills, and can write quality content for a variety of audiences and publication types such as case studies, professional emails, and blogposts, as well as reports, policy statements, guidance.
● **Strong in-person/virtual communication skills:** You are comfortable and skilled at building relationships with colleagues, city staff, consultants, and other partners, and communicating with them in both group and individual settings. You are excited to collaborate with your colleagues to advance ideas and projects and help build an inclusive, engaged organization.

● **Willingness to engage on race and equity:** You are willing to discuss and disrupt structural and individual racism and look for ways to address its impact on US transportation policy and practice. You have a strong understanding of, and desire to engage on, the issues and power dynamics around race, equity, and transportation policy.

● **Transportation-related experience:** You have lived, professional, volunteer, and/or academic experience or interest in urban/city transportation planning, especially as related to safe, accessible, equitable streets for people, biking, walking, rolling, and taking surface transit.

**How to Apply**

Send a cover letter, resume and short writing sample (1-2 pages) as one PDF file to hr@nacto.org with subject “Program Associate (General)” by August 23rd.

For the writing sample, we are interested in seeing how you think and how well you can communicate your ideas. Blog posts, research or academic papers, persuasive twitter threads, memos, annotated presentation slides etc. would all be acceptable writing samples.

Please note that, in addition to this Program Associate (General) position, we are also hiring a Program Associate (Analysis). The two roles are similar, but not identical. You can find the Program Associate (Analysis) listing [here](#). We will consider all applications for both roles. You do not need to submit 2 separate applications.

We encourage you to apply as soon as possible as we will consider applications on a rolling basis, and may not wait until the deadline to interview and extend offers. No calls please. NACTO anticipates holding preliminary interviews with shortlisted candidates on August 30th - Sept. 3rd.

*NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries based on a nonprofit scale and commensurate with experience. Benefits include accrued PTO and family leave; healthcare, dental and vision insurance; expanded disability and life insurance; retirement savings plan; flexible spending plan and pre-tax commuter benefits.*