



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. CUP collaborates 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 Youth Education Program Assistant

CUP is seeking a full-time Program Assistant to contribute to our Youth Education programs. CUP's Youth Education programs are collaborations of CUP staff, teaching artists, and New York City public high school students. These programs give young people the tools to investigate their communities, and use art and design to create educational tools based on their research. The Program Assistant will primarily work on our City Studies programs, under the direction of the Program Director.

The Program Assistant will also work to support CUP's Urban Investigations, Teacher Trainings, and Curriculum Development programs; contribute to CUP's overall programming; and provide organizational administrative support as needed.

The ideal candidate would be someone with experience working with youth, particularly high school students; one to three years of professional experience; a desire to work in a collaborative setting with a broad range of partners; experience with some form of visual or applied arts; and a commitment to social justice.

The Program Assistant's responsibilities include:

- Hiring teaching artists and training them in CUP's methodologies, with Program Director and classroom teacher
- Developing curriculum goals and content with teaching artist, in consultation with Program Director
- Conducting background research for Youth Education projects, as necessary
- Observing teaching artist in classroom and provide feedback
- Interacting with students and classroom teachers
- Coordinating meetings with project staff
- Sourcing materials and technology for classroom use
- Reporting on meetings
- Managing volunteers
- Aiding in the production of final product with teaching artist

- Aiding in the production of curriculum guides with teaching artist, designer, and Program Director
- Managing project evaluation, archiving, and documentation
- Editing/proofreading CUP final projects (along with other staff)
- Assisting with CUP workshops and other public events
- Coordinating all Youth Education events, including student field trips, project launch events, and professional development trainings
- Working with other staff to provide general organizational support as needed, including fundraising, events, communications, social media, outreach, and other tasks

We are looking for a candidate who is detail-oriented, with excellent verbal and written communication skills. A bachelor's degree is required, as is proficiency in Microsoft Office and Adobe Creative Suite. A background in education or curriculum development, and experience working directly with high school students are desirable, as is experience in some aspect of design or visual culture.

Please email application materials, as described below, to apply@welcometoCUP.org by 10 AM on Monday, November 10th. Salary commensurate with experience. Full health benefits are provided, as are paid personal days, and optional employee-paid dental insurance is available at a low cost.

If you are interested in the position, please send the following materials in a single PDF document (max 3 MB):

- Resume, with salary history
- Cover letter demonstrating your interest in the position, your relevant experience, your interest in working with young people, and your interest or experience in design or some other aspect of visual culture
- A short (up to 3 pages max.) writing sample
- Names and contact information for 3 professional references

Please note that we will NOT review applications that do not provide all requested materials (including salary history).

No phone calls or walk-ins, please. Only candidates able to work full-time should apply; no student applications, please.

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