



## OPPORTUNITY

# Contract Program Associate

Civic Creatives currently seeks to recruit a part-time Project Associate who will provide administrative support for core programs and services and for the organization overall. This is an entry-level, contract position with opportunities for growth within the organization as they arise. An ideal candidate will be informed about human centered and community-engaged design practices, hold 1-2 years of administrative and/or program coordination experience, and offer excellent written/verbal communication skills.

**Position:** Program Associate

**Level:** Part-time; Contract

**Start Date:** July 31, 2017

**Reports to:** Director & Principal Designer

**Compensation:** Commensurate with experience

## About Civic Creatives

Civic Creatives is the design and strategy firm for changemakers. We produce interactive events, tools, and services that help citizens more creatively engage and address social topics that matter to them. Our work helps foster the discovery, ideation, prototyping, and actualization of community-driven civic solutions. And as a social enterprise, we dedicate portions of our client revenue to support the launch and growth of scalable, design-based community projects. See our work and learn more at <http://civiccreatives.com>.

## Responsibilities and Duties

- Develop, organize and manage project timelines, logistics, and implementation.
- Manage day-to-day organizational tasks of Civic Creatives initiatives.
- Assist Civic Creatives Director with executive tasks and communications as assigned.
- Support the ideation, prototyping, and implementation of new programmatic ideas and projects.
- Collaborate with community-based organizational partners on project development and planning.

## Qualifications

- Bachelor's degree in fields related to business management, design, social practice, and/or community engagement.
- Energetic and self-directed, with effective time management and organizational skills.
- Ability to work with a diverse set of stakeholders and clients.
- Ability to conceptualize plans and ensure implementation.
- Strong, personal commitment to community design, racial equity, and social justice.
- General understanding of social and civic challenges, opportunities, and priorities in the St. Louis region.
- A good sense of humor and creative energy; Excellent interpersonal skills and a collaborative work style.
- Familiarity with Adobe Creative Suite, web editing platforms (Wordpress/Squarespace), and project management systems a plus!

## To Apply:

Please email the following documents to De Nichols, Director of Civic Creatives at [deandrea@civiccreatives.com](mailto:deandrea@civiccreatives.com):

1. A cover letter including the following information: your interest in the position and the organization, the date you are available to start, and two professional references that can be contacted via email.
2. A resume no longer than 2 pages outlining your educational and professional experience.

*Civic Creatives is an Equal Opportunity Employer committed to a diverse workforce that reflects the populations we partner with. We seek to build an inclusive organization grounded in respect for differences and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability or veteran status.*