



Associate

About the Firm

Muse Community + Design (MUSE), is an innovative urban planning and public engagement firm founded in 2014 and located in the Wicker Park neighborhood of Chicago. Using an equity lens, we help communities manage change by creating plans, processes, and policies to implement a shared vision.

Associate Position Description

Muse Community + Design is hiring an Associate to support the overall implementation of the Chicago Department of Transportation's traffic safety and education program, with a strong emphasis on bicycle and pedestrian safety.

The Associate will be a qualified individual with a degree in urban planning or equivalent field and possess a strong command of Chicago's Complete Streets and Vision Zero principles. The position will require regular interaction with CDOT and other city staff, elected officials, community organizations and residents.

This individual will play an instrumental role in outreach to partner organizations and communities throughout Chicago. The Associate will be responsible for coordination with stakeholders on the creation and implementation of community plans and ongoing engagement strategies. This individual is also responsible for organizing and facilitating working groups and other city-wide transportation forums such as the Mayor's Bicycle Advisory Committee (MBAC) and Mayor's Pedestrian Advisory Committee (MPAC) meetings. In addition, the Associate will support education and engagement events on an as-needed basis for other projects.

The ideal candidate will:

- Have a demonstrated commitment to diversity, equity, and inclusion
- Have professional experience in community outreach, events, public engagement and/or community organizing and have a passion for working in neighborhoods and communities
- Be highly organized and self-motivated
- Be a creative thinker and problem-solver
- Have excellent interpersonal and communication skills (written, verbal, and graphic)

- Possess strong knowledge of the City of Chicago, its neighborhoods, and mobility issues including Vision Zero
- Thrive working both independently and as part of a high-performing team, and have comfort managing multiple projects in a fast-paced environment
- Be bilingual, preferably English/Spanish

Qualifications

- Proficiency with MS Office, in particular Word and Excel, required
- Proficiency in Adobe Creative Suite, desired
- Bachelor's degree in urban planning, communications, public policy or related field (or a combination of education and/or training and/or experience which provides equivalent background sufficient to perform the position duties)
- 1-3 years professional work experience preferably in the urban planning and/or mobility field

Benefits

The position is full-time and will primarily be based out of the CDOT offices at 2 N. LaSalle Street. The position has an anticipated start date of October 5, 2020. Some night and weekend meetings are required. Starting salary is \$60,000 DOE. Benefits include company health insurance, monthly transit pass, matching retirement contributions, and paid-time off.

How to Apply

Please send a cover letter, resume and up to three (3) work samples (of which you are the primary author/creator) to Katrina Balog, Director of Operations, at katrina@musecommunitydesign.com with "Associate Position" in the subject line by Friday, September 11, 2020. The position will remain open until filled.

No phone calls, please.