

Program Strategist

[TYTHEdesign](#) is a capacity building firm that uses the lens of design and strategy to support organizations creating impact in their communities. We draw on human-centered design methodology (also known as design thinking) to fill capacity gaps, deepen existing skills, and enhance programs within public sector organizations, from grassroots non-profits to large city agencies and organizations in between. Our work spans from community-based needs assessment and facilitated learning engagements to graphic design, always with a focus on bringing people into the process and working with organizations to identify impactful solutions.

We are seeking a highly motivated, organized and creative Program Strategist to join our small collaborative team. Working under the guidance of the Founder and Creative Director, this employee will be a core team member, supporting work in both public-facing work and behind-the-scenes strategy and administration. Our ideal candidate is fluent in both human-centered design, has experience facilitating with diverse communities and brings a toolkit of skills that can be applied across the sector where TYTHEdesign works. We are looking for someone equally comfortable meeting government officials or working with citizens on the street. This position requires an ability to work independently and collaboratively, manage tight deadlines, and see projects through from idea to completion.

RESPONSIBILITIES INCLUDE:

- Contribute to and support client-facing services including;
 - Planning and leading the facilitation of collaborative workshops and capacity building trainings.
 - Conduct community-based research (including both desk research and field research such as surveys, interviews, focus groups) and assist cross-disciplinary teams in synthesizing insights (including content development and report writing).
 - Collaborate with other project staff and consultants to contribute to project planning, content development, and ensuring that design approaches are well-integrated into broader goals.
- Support TYTHEdesign's Founder and Creative Director in project management;
 - Maintaining a big-picture view of all projects and how workloads impact staffing, scheduling, and client-responsiveness.
 - Participate in weekly status meetings, planning sessions, and client meetings when necessary.
 - Work with the core team and contractors to establish schedules and scope-of-work management.
- Maintain a strong and cohesive organizational voice by supporting proposal development and deepening TYTHEdesign's network through business development.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- Bachelor's degree or higher. Training in design thinking, design, research methodologies, ethnography, community development or a related field.
- Demonstrated expertise, and experience in facilitation and workshop planning.
- Demonstrated skill, fluency, and experience in human-centered design, community research, and design strategy for government and social impact contexts.
- Demonstrated skill, and experience executing complex project work plans is a plus.
- Excellent written, verbal and interpersonal skills. Ability to craft persuasive communications to suit wide-ranging audiences and contexts and copy edit other team members' work.
- Ability to take the reins in a self-directed work environment; effectively manage time across multiple projects and adjust plans in the face of changing priorities.
- Prior experience with Wordpress, MailChimp, and project management software. A bonus is prior experience with Adobe Creative Suite.
- Willingness to work a flexible schedule, including some evenings and weekends.
- Appreciation for Canadian trivia, and sense of humor a must.

The ideal candidate will be able to commit to a full-time contracted position for an estimated 35-40 hours per week in our Brooklyn office. The exact schedule will be determined in collaboration with the final candidate selected.

TO APPLY: please submit a resume, cover letter, portfolio (if available) and a brief writing sample to info@tythe-design.com with the subject line "Program Strategist" by Friday, April 26th 2019.