

## **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 our 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, had experience facilitating with diverse communities and bring 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;
  - Lead community based research to understand stakeholders, and client needs, and to support cross-disciplinary teams in synthesizing insights.
  - Supporting the design and facilitation of collaborative workshops and professional development training.
  - Collaborate with other project staff and consultants, and contribute to project planning to ensure that design approaches are well-integrated into broader goals.
- Assisting with client facing administrative and organizational tasks, including workshop preparation, strategic meetings, and educating clients on TYTHE's unique approach, and lead development conversations on methodology, and outputs.
- Maintaining a strong and cohesive organizational voice: supporting in social media management, writing and editing proposals, ensuring the company website is up-to-date 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 skill, fluency, and experience in human-centered design, participatory design, facilitation, workshop planning and design strategy for the government and social impact contexts.
- Excellent written, verbal and interpersonal skills. Ability to craft persuasive communications to suit wide-ranging audiences and contexts.
- 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 Adobe Creative Suite, Wordpress, GIS, and MailChimp.
- 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 15-20 hours in our downtown Brooklyn office, with the opportunity to increase hours based on performance and client. 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 brief writing sample to [info@tythe-design.com](mailto:info@tythe-design.com) with the subject line "Program Strategist" by Friday, November 3th, 2017.