

## **Part-time Junior Analyst**

TYTHEdesign is a mission-driven company that provides social impact strategy to bolster government, nonprofits, and foundations' capacity to amplify resilient cities and healthy communities. TYTHEdesign was founded to both address social sector challenges and cultivate institutional and community resiliency. We utilize human-centered design, collaborative and civic-based engagement, and identify insights gleaned from community-based research to help social sector clients innovate, pilot, and scale effective and equitable programs further creating social value.

Our mission is to democratize decision-making and help organizations build capacity to create more responsive strategies, programs, and civic services for their stakeholders and communities rooted in equity. No matter the project, direct stakeholders' needs are at the core of our process: we ensure that many voices and perspectives are represented in civic dialogue, social services, and decisions impacting their communities. Our ten years of experience working with a wide range of communities, city agencies, and larger institutions has proven that our human-centered approach and process works because it is inclusive and accessible; it encourages participants to think creatively, drawing upon their individual expertise and shared knowledge to derive substantive recommendations for the task at hand.

We are seeking a highly motivated, organized, and creative Graduate Student to join our small collaborative team. Part analyst, part researcher, and part project manager, the employee will work under the Program Manager and Principal. This employee will be a core team member, supporting work in both public-facing work and behind-the-scenes administration. Our ideal candidate is fluent in human-centered design or civic engagement, comfortable with independent research, and brings a toolkit of skills that can be applied across the sector where TYTHEdesign works. This position requires an ability to work independently and collaboratively, manage tight deadlines, and see projects through from idea to completion.

### **Likely Daily Tasks (Project Dependent):**

Analysts are responsible for the following types of tasks and assignments:

- Conduct research (including both desk research and field research and assist cross-disciplinary teams in synthesizing insights (including content development and report writing).
- Support qualitative analysis, stakeholder engagement, and research, including focus groups, interviews, briefings, desktop research, and meetings. Manage related logistics and support, including preparation of engagement and analysis materials.
- Support and maintaining a big-picture view of TYTHEdesign communication channels; create content for and manage the team's website and social media.
- Support in design materials and graphic representations of findings to support client projects, business development efforts, and other initiatives with Adobe Suite programs.
- Administrative support in planning, executing, analyzing, and reporting on engagements. Analysts play a leadership role in engagement logistics and coordination.
- Support in project management utilizing schedules, project plans, shared file systems, and communication apps. Analysts often play an assistant project manager role on larger projects.
- 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. Participate in weekly status meetings and client meetings when necessary.

### Preferred Skills and/or Qualifications:

- Candidate should have a Bachelor's degree, be pursuing a graduate education in the New York City area, or have significant relevant experience in design thinking, human-centered design, urban planning, design, research methodologies, ethnography, community development, or related field.
- Excellent written skills. Ability to craft persuasive communications to suit wide-ranging audiences and contexts and copy-edit other team members' work.
- Creative and design skills and the ability to produce strong creative assets. Fluency in Adobe Suite, particularly InDesign, is highly desired.
- A deep curiosity about city resilient issues and an interest in incorporating an equity lens to our work is strongly encouraged.
- Demonstrate interest and experience in human-centered design, facilitation, and civic engagement.
- Strong analytical and research-related skills. Ability to explore issues through literature reviews, research, collection, organization, and data analysis.
- 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.
- Proficiency in Microsoft Office, especially in Excel and other data analytics is highly preferred.
- A bonus is experience with WordPress and MailChimp.
- Appreciation for Canadian trivia, and sense of humor a must.

The ideal candidate will be able to commit to working remotely with us for 15-20 hours/week during the school semesters, in a contracted position. The exact schedule will be determined in collaboration with the final candidate selected.

### Application Details

We'd love to hear from you if this feels like a good fit. As PDF attachments, please send resume, letter of interest, portfolio (if available), and work samples to [info@tythe-design.com](mailto:info@tythe-design.com). Applications will be accepted from August 26th to September 10th, 2020. Interviews will be conducted immediately on a rolling basis.

*This job description is for an at-will position which is exempt under the FLSA. TYTHEdesign provides equal employment opportunities to all applicants for employment regardless of their age, race, creed, color, religion, national origin, alienage, citizenship, disability, sex, gender, sexual orientation, marital status, partnership status, military status, predisposing genetic characteristics, domestic violence status, sex offense of stalking victim status, or any other characteristics protected by federal, state or local laws.*