



THE CENTER FOR URBAN PEDAGOGY
232 THIRD STREET#D201
BROOKLYN, NY 11215
(718) 596-7721
welcometoCUP.org

CUP is hiring!

The Center for Urban Pedagogy (CUP) is a nonprofit organization that uses the power of design and art to increase meaningful civic engagement, particularly among historically under-represented communities. CUP collaborates with designers, educators, advocates, students, and communities to make educational tools that demystify complex policy and planning issues. We believe that increasing understanding of how these systems work is the first step to better, more equitable, and more diverse community participation.

Full-time Youth Education Program Assistant

CUP is seeking a full-time* Program Assistant to assist with our Youth Education programs. The Program Assistant will be working primarily on our City Studies programs, under the direction of the Program Director. The primary focus will be on the City Digits project. Through a grant from the National Science Foundation, CUP will collaborate with Brooklyn College and MIT to create two curricula using the city as a tool to teach math skills. The first unit is about the lottery; the second unit is about air quality. This is a multi-year project. To learn more about City Studies, visit: welcometocup.org/Projects/CityStudies

The Program Assistant will also be working to support CUP's Teacher Trainings and Curriculum Development programs, and providing organizational administrative support as needed.

Specific responsibilities include:

- Hire and train teaching artists with Program Director
- Develop curricular goals and content with teaching artist and in consultation with Program Director
- Conduct background research for youth education projects, as necessary
- Coordinate meetings with project staff
- Source materials and technology for classroom use
- Report on meetings
- Manage volunteers
- Aid in the production of final product with teaching artist
- Aid in the production of curriculum guides with teaching artist, designer, and Program Director
- Manage evaluation, archiving, and documentation
- Provide other administrative support on projects

*We will consider graduate students currently enrolled in education programs who can commit to a minimum of 30 hours a week during the school year and full-time during the summer.

We are looking for a candidate who is detail-oriented with excellent verbal and written communication skills. A bachelor's degree is required and a background in education, curriculum development, and experience working with high school students is preferred.

We anticipate a start date in February. Salary commensurate with experience. Health benefits are provided, and opt-in, employee-paid dental insurance is available at a low-cost.

Please send a letter of interest, resume, names and contact information for three references in *a single PDF document* to info@welcometocup.org by 6 pm on Friday, January 18. Please use the subject line "CUP Youth Education Program Assistant."

No phone calls, please.

CUP is an equal opportunity employer and strongly encourages people of color, women, LGBTQ, and disabled candidates to apply.