

PART-TIME EMPLOYMENT OPPORTUNITY: DAG FELLOW

The Design Advocacy Group (DAG) seeks a highly motivated individual for challenging part-time employment as the DAG Fellow, a communications and administrative coordinator.

Position description

The DAG Fellow will

Oversee DAG's overall communications, including maintaining and keeping up-to-date the website (using the content management system) and maintaining presence on social media platforms. Draft content, design, and distribute DAG's bi-monthly eblasts to its more than 1,500 members. Design and develop web content and graphics as needed. Design and supervise production of printed materials as needed. Maintain an up-to-date membership mailing list and press list.

Provide administrative and logistical support for monthly meetings, including scheduling and following up with presenters, supporting audio visual and other aspects of presentations, and posting presentation materials on the website. Provide administrative and logical support for Steering Committee activities and meetings, advocacy task force meetings, and special events, including forums, charrettes, etc.

Conduct research to support advocacy initiatives as directed. This may include interviews with agencies and research in publications and collections of plans and photographs.

Assist with fund raising, membership outreach and organizational development. Work in this sphere may include benchmarking DAG in relative to comparable organizations in other cities, assisting with grant and other reporting requirements and supporting DAG fund raising campaigns with messaging and materials.

Attend and take notes at all monthly DAG meetings, quarterly Steering Committee meetings and advocacy task force meetings. Archive and distribute notes as directed.

Logistics

The DAG Fellow will report to the chair of DAG or the chair's designee.

The DAG Fellowship begins on September 1, 2017, and continues for twelve months. It is renewable for one year by mutual agreement.

The position requires approximately 40 hours of work per month. The Fellow will be paid at a competitive hourly rate.

The Fellow will have access to the "co-pilot" shared workspace at CultureWorks, 1315 Walnut Street. The Fellow will be required to have his/her own computer.

Qualifications

- Bachelors Degree. (Degree can be in any field so long as candidate shows interest and experience as specified below).
- Planning and design orientation, as evidenced by either current educational status, (*e.g.* graduate student in planning, urban studies, public policy, etc) and/or experience in the field (*e.g.* employment experience in a planning or design firm or agency, or other involvement in communications and design advocacy.)
- Experience with non-profit organization management.
- Facility with internet, social media platforms and strategies and related software.
- Facility with simple planning graphics and graphic design.
- Positive can-do attitude. This position requires a self-motivated and goal-oriented individual with a track record of working independently. The successful candidate will also demonstrate a willingness to engage in all tasks from the mundane to the sublime without intensive day-to-day supervision.
- Excellent communication skills and judgment.
- Ability to interact positively with a wide range of people at different levels including those on opposite sides of sensitive issues.
- Clear understanding of the difference between policy and supporting work in advocacy organizations.

***DAG supports equal opportunity and affirmative action
in all employment decisions.***

To Apply

Send a letter of interest and your curriculum vitae as PDFs to Prof. David Brownlee (dbrownle@sas.upenn.edu) by August 7, 2017. Put "DAG Fellow" in the subject line. Questions may also be directed to Prof. Brownlee. Finalists will be interviewed in August.

The Design Advocacy Group is a volunteer organization whose more than 1,500 members come from a broad spectrum of disciplines and share an interest in Philadelphia's design, development and planning. DAG's mission is to encourage public discussion about design and to advocate for design excellence.