



Title: Community Engagement Advocate
Location: New York City. Hybrid, with fieldwork & weekly time in the office.
Wage: \$75K salary plus benefits
Deadline: Applications will be accepted until the position is filled.
Date: August 2022

Open Plans is a 501(c)3 non-profit with a mission to transform the streets of New York City to be truly livable for the residents of this city. We are seeking a community-oriented advocate to work with our policy and advocacy teams on engaging, educating and activating NYC residents on public space issues and opportunities in their neighborhoods.

The Position

The Community Engagement Advocate will work closely with our policy and advocacy teams to identify opportunities to connect and build relationships with advocates and future advocates. The Advocate will attend Community Board meetings, block association meetings, panel discussions with elected officials, and other community-focused opportunities. Through this process, the Community Engagement Advocate will learn about the issues affecting different communities, as they relate to public space, streets, transportation and livability.

The Advocate will be a critical link between (future) advocates and Open Plans staff and will support each with information-sharing, feedback, and connecting advocates to opportunities to make a difference in their communities. As such, the Advocate needs to have superior communication skills (especially deep listening skills), interpersonal skills, creativity, energy, and the ability to manage lots of people and information at once. Proficiency in Spanish or Chinese would be ideal.

What We're Looking For

The ideal candidate has experience working with a variety of communities and conducting community outreach and engagement; has attended Community Board meetings; cares about creating an inclusive community; is a strong communicator with an empathic way of connecting with people; and must be passionate about supporting peoples' needs and experiences through equitably-designed streets and public spaces. Successful candidates must have a flexible schedule, be prepared to join meetings and conference calls earlier and later than regular business hours - including some weekends. This role will report directly to our Director of Policy.

Role Overview

- Attend community meetings and events to better understand the landscape of peoples' needs/experiences and how Open Plans can support the residents of the city
- Meet with friendly Community Board members, block associations, block party organizers, etc to better understand what limits their success and ways they would like to feel supported by our team
- With the help of Open Plans staff, identify opportunities for advocates to engage in community meetings such as important Community Board meetings, hearings, panel events and more
- Work with Open Plans staff to create and distribute information, data, and tools on campaigns related to our work such as infographics on the allocation of public space, crash statistics, best practices from around the world, ideas for curbside reform, street design and more
- Identify and meet with advocates and potential advocates who care about livability, public spaces, transportation/transit and want to get more involved with improving their neighborhoods + Encourage and support people to get more involved in their communities, whether by attending meetings, starting a block association, getting involved in their PTA, applying to serve on a Community Board, etc.
- Collaborate with Open Plans staff on issues that matter to communities; support other Open Plans campaigns by connecting the dots with your work and having a strong understanding of what other work is happening at Open Plans

Experience & Critical Skills

- Experience in community engagement/organizing
- Extremely organized and meticulously detailed
- Strong time management and organizational skills
- Creative self-starter with a high-level of emotional intelligence and interpersonal skills
- Ability to work well independently, seek support, and escalate when needed
- Excellent written and verbal skills, able to communicate to a variety of audiences
- A strong interest in and an affinity for livable streets, engaged neighborhoods, quality of life issues
- Flexible, creative and critical thinking skills that enable you to think of many ways to reach goals
- A team player mentality
- Communication and document creation: Slack and the Google suite (Slides, Docs, Forms, Sheets, etc)

Desired Skills

- Spanish or Chinese language proficiency a plus, but not required

Benefits

In addition to their annual salary, employees receive access to health, dental, & vision plans; FSA access; a voluntary 401(k) plan; 15 paid days off; 11 paid holidays annually. Open Plans' Tribeca office is a beautiful space filled by natural light and greenery, with generous snacks, a coffee bar, and refreshments.

How to Apply

Please send a cover letter, resume, and three references to Eric Parker (he/him) at eric@openplans.org. The subject of your email should read "Community Engagement Advocate Application." For your references, please share their name, phone number, email address and your connection to that person.

About Open Plans

Open Plans uses tactical urbanism, grassroots advocacy, targeted journalism and policy to promote structural reforms within city government that support livable streets, neighborhoods and the city-at-large. The worldwide movement to reclaim public spaces for the public good informs our work, and we believe that human connection, creativity, and climate are strongest when people's needs take precedence over the storage and movement of vehicles. We are a growing, mission-based organization with experience, enthusiasm, and an eagerness to change New York City and beyond.

We believe that issues of public space, environmental impacts, and street safety disproportionately affect the most marginalized people in society, including people of color, people from working class backgrounds, women, and LGBTQ people. Because we believe that these communities must be centered in the work we do, we strongly encourage applications from people with these identities or who are members of other marginalized communities.