

Creative Civic Engagement Associate (Part-time // 24 hrs/week)

Los Angeles, CA

August 18, 2021

Overview

Public Matters is seeking a part-time, Creative Civic Engagement Associate. We are looking for an inspired, vibrant individual, who relishes engagement, leadership development, and intersectional approaches to community-based work. You will be an integral part of our small and dynamic team.

The Creative Civic Engagement Associate will be responsible for helping to implement Public Matters' creative civic engagement projects. In this role, you will work directly on projects with a wide-range of community members, schools, organizations, universities, municipal agencies and project partners. You'll work with people of diverse ages, educational backgrounds, and lived experiences. You will be responsible for directly working with LA's communities of color to implement participatory projects that aim to advance community well-being, mobility, traffic safety, and educational attainment.

You will help implement creative projects, educational programs, and workshops with high school-aged youth and local families, and public events. You will also develop public-facing communication strategies to promote projects and their messages. This will include written content, graphic design, video production and post-production. The position will report to Public Matters' Co-Principals and the Manager of Civic Imagination.

The position will be hybrid, both online and in-person. Your work will take place in the neighborhoods where Public Matters works, as well as at Public Matters' headquarters in Silver Lake. Currently, Public Matters' work is focused on traffic safety and mobility education and encouragement projects in East L.A. and University Park, but work varies in theme, approach, and location. As the role is rooted in community-based practice including events and activities, the work will include occasional nights and weekends.

As Creative Civic Engagement Associate, You'll Be Responsible For:

- Coordinating, producing, and implementing community engagement activities and projects including public-facing activities, events, and socially engaged art in partnership with team members and collaborators.
- Overseeing Public Matters' external communications, and creating project-based content for Public Matters' social media feeds, email blasts, and website.
- Recruiting, mentoring, and managing the work of project interns and volunteers in collaboration with the Manager of Civic Imagination.
- Maintaining relationships with partners, clients, municipal agencies, community members, and other stakeholders.
- Bringing your experience, creativity, and skills to Public Matters' work.
- Advancing project and community-led goals, working closely with the team to execute project goals, timelines, and deliverables.

What You Bring to the Role:

- You are self-motivated and take initiative.
- You are committed to social justice.
- You cherish working directly in and with LA's communities of color.
- You are an experienced and passionate communicator. You write well. You speak with conviction. You are comfortable speaking to groups of all shapes and sizes, and in a variety of settings. You are able to connect easily with people from all walks of life and of all ages.

- You are not afraid of your creativity; you find ways to integrate it into what you do and you want to use it to upend inequitable systems.
- You and your work don't easily fit categories. You're driven by principles not boundaries.
- You enjoy planning, coordinating and implementing events, sometimes more than one at a time.
- You love to teach and mentor.
- You are a passionate and emphatic listener.
- You are a detail-oriented, critical thinker.
- You work effortlessly in group settings and independently.
- You adapt, pivot, and respond to unforeseen circumstances with grace and optimism.
- You bring joy, humility and humor to your work, bringing your full self to all that you do.

Your Qualifications:

- Four-year college or equivalent.
- At least 3 years of relevant work experience.
- Bilingual/Fluent in spoken and written English and Spanish.
- Experience directly engaging Los Angeles communities.
- Skilled in Adobe Creative Suite (InDesign, Illustrator, Photoshop, Premiere), Social Media platforms (Facebook, Instagram, TikTok, and Twitter) and WordPress. Proficient in office management software including MS Office (Word, Excel and PowerPoint).
- Arts, planning, or creative cultural background and work experience preferred.

Compensation: \$2,600 per month, based on 24 hours/week. Includes two weeks paid vacation.

To Apply: Please email a cover letter, resume, list of three references, writing sample (max. 500 words), and sample social media posts and/or design samples to info@publicmattersgroup.com by September 10, 2021. No calls please.

Public Matters is committed to providing a supportive, inclusive environment of mutual respect and is an equal opportunity/affirmative action employer. We encourage applications from women, people of color, persons with disabilities, gender-queer, lesbian, gay, bisexual, and transgender individuals, and veterans.

About Public Matters

[Public Matters](#) is a Los Angeles-based, award-winning creative studio for civic engagement. Public Matters believes the arts and creativity are levers for social change. It designs strategies, builds partnerships, leads projects, and uses socially engaged art to bridge the trust gap between institutions and marginalized communities of color to transform the culture, practice and experience of civic participation, making it accessible to all.

Founded as a social enterprise in 2006, Public Matters is a minority-owned women's business enterprise. It grows leadership capacity in our most vulnerable communities through collaborative creative acts for public good. Public Matters brings disarming approachability to seemingly intractable social issues. Its work is intersectional. It brings imagination and systems-thinking to community-centered, equity-driven work for social change. Public Matters works with communities of color to illuminate historical narratives of exclusion, call out reasons for distrust, while building increased capacity for self-determination, and creating new means to work with the institutions that have been the agents of inequity. Education and leadership development are integral to all that Public Matters' does.

Public Matters has a long track record of forging and leading long-term interdisciplinary collaborations that bring together large institutions, field-leading experts, and academic partners with small, grassroots organizations, informal groups, and local businesses. These relationships grow capacities among partners and address the historical under-resourcing and under-representation of communities. Institutional partners learn new means to directly interact in sustainable ways with the public; residents and community members learn technical skills, language and methodology to ensure that their direct experiences and visions are impactful and taken seriously by institutions; arts-based strategies captivate the public's eye and imagination.

Public Matters' work includes project development, implementation, and consulting in education and civic engagement efforts in: active transportation and traffic safety; healthy food access; tobacco control; park access; urban planning; and arts, culture and equitable development. Clients include LA County Public Works, Los Angeles County Department of Public Health PLACE Program, USC Sol Price School of Public Policy, Los Angeles Department of Transportation, Truth Initiative, and Los Angeles public high schools.