

Manager of Civic Imagination (32-40 hrs/wk)

Los Angeles, CA

August 18, 2021

Overview

Public Matters is seeking a Manager of Civic Imagination. We are looking for an experienced programs manager, looking to infuse creativity and intersectional practices into equity-driven civic engagement projects. You will be an integral part of our small and dynamic team.

The Manager of Civic Imagination will be responsible for the oversight of Public Matters' projects. In this role, you will be responsible for managing client, partner, and community relations; and for helping to implement community engagement strategies including participatory workshops, socially engaged art, and events. You will manage projects with a wide-range of partners, collaborators, and contributors: community members; schools; non-profit organizations; small businesses; universities; and municipal agencies. You will have an opportunity to work with people of diverse ages, educational backgrounds, and lived experiences on projects that aim to advance community well-being. You will also be responsible for project and staff management, budgeting, and invoicing for multi-sector projects. The position will report to Public Matters' Co-Principals.

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, our 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 Manager of Civic Imagination, You'll Be Responsible For:

- Bringing your experience, creativity, and skills to managing Public Matters' work.
- Building and maintaining relationships with partners, clients, municipal agencies, funders, community members, and other stakeholders.
- Meeting with and presenting project-based work and goals to policymakers, decision-makers, and allies.
- Managing project budgets, including invoicing and reporting for grants and contracts.
- Advancing project and community-led goals, working closely with Public Matters' Co-Principals to define project goals, timelines, roles and responsibilities, and deliverables.
- Planning and implementing creative community engagement activities and projects in partnership with team members and collaborators.
- Analyzing and synthesizing community feedback.
- Oversee the work of the Creative Civic Engagement Associate and Fellows.
- Mentoring Public Matters' Fellows and interns in partnership with Public Matters' team members.
- Participating in conversations to grow Public Matters as a social enterprise and consultancy, as appropriate.

What You Bring to the Role:

- You are self-motivated and take initiative.
- You are committed to social justice.
- 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 like to take an idea and make it happen. You enjoy planning, coordinating and managing events, sometimes more than one at a time.
- You are rigorous and detail-oriented. Some might call you an organizational geek.
- You are an experienced and passionate communicator. You write well. You speak with conviction. In a variety of settings, you are able to connect both in writing and verbally with groups of all shapes and sizes including community groups and large agencies.
- You cherish working directly in and with LA's communities, with people of all ages and backgrounds.
- You think critically and aren't afraid to share your opinions.
- You can work in group settings and independently.
- You adapt, pivot, and respond to unforeseen circumstances with grace and optimism.
- You enjoy exploring and learning new things, across fields of interest and themes.
- You bring joy, humility and humor to your work.

Your Qualifications:

- Four-year college or equivalent.
- At least 5 years of relevant work experience.
- Experience directly engaging Los Angeles communities.
- Bilingual/Fluent in spoken and written English and Spanish.
- Skilled in office management software including MS Office (Word, Excel and PowerPoint). Proficient in QuickBooks. Familiar with Adobe Creative Suite (InDesign, Illustrator, Photoshop, Premiere), WordPress, Social Media and communications platforms like MailChimp.
- Arts, urban planning, or creative cultural background and work experience preferred.

Compensation: \$25-35/hr DOE plus benefits and two-weeks paid vacation.

To Apply: Please email a cover letter, resume, list of three references, writing sample (max. 500 words), and portfolio (if applicable, not required) 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 and call out reasons for distrust, while building increased capacity for self-determination and

coaxing productive ways 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 taken seriously by institutions and can inform decision-making; 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.