



Part-time SAFE Ambassador

- **January 2026 – August 2026**
- **30 hours/week**
- **\$22/hour**

About the Firm

MUSE Community + Design (MUSE) is an innovative urban planning firm founded in 2014 and is located in the Bucktown neighborhood of Chicago. We help communities manage change by creating plans, processes, and policies to implement a shared vision. We believe our work is enhanced by diverse experiences and perspectives. All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex, are encouraged to apply.

Position Description

We are seeking to add two (2) part-time SAFE (Streets Are For Everybody) Ambassadors to our team who will work at the City of Chicago's Department of Transportation (CDOT). SAFE Ambassadors are outgoing, well-organized, and committed advocates for transportation safety education, biking, and social equity. They represent the Chicago Department of Transportation in its efforts to support and promote traffic safety initiatives. To learn more about CDOT's traffic safety initiatives, [click here](#). In addition, Ambassadors educate the public on current best practices, recommendations, and guidelines for safe mobility around the city.

Chicago's SAFE Ambassadors work individually and as a team to deliver traffic safety expertise through presentations and demonstrations through online engagement or in-person as appropriate, following strict safety guidelines from the Chicago and Illinois Departments of Public Health and the CDC. SAFE Ambassadors follow a hybrid engagement model, meaning that the Ambassadors' time will be split between creating innovative online materials using social media, videos, livestream events, and video conferencing, and participating in in-person events/activities to educate the public.

SAFE Ambassadors are not employees of the City of Chicago; they are employed and managed by MUSE Community + Design.

Responsibilities

- Represent the City of Chicago Department of Transportation at assigned virtual events and in-person events.
- Participate as a member of Chicago's SAFE Ambassador team in making events successful by effectively disseminating information and encouraging safe street and road usage.
- Share online and interactive resources with schools, senior living facilities, and community partners to educate students and residents of all ages about the importance of traffic safety and sharing the road.
- Accurately input information in the required format at the conclusion of every event.

The ideal candidate is:

- 18 years of age or older.
- Able to take direction and learn basic facts about the Chicago Department of Transportation.
- Willing and able to work off hours and weekends.
- Comfortable working in a fast-paced environment, bending, stooping, standing for long hours, and lifting up to 40 lbs.
- Able to communicate effectively with all people, regardless of age, abilities, cultural groups, economic status, sexual orientation, and ability.
- Outgoing, energetic, and comfortable speaking with strangers and in public.
- Comfortable facilitating video conferences and webinars.
- Knowledgeable in video recording, editing, and formatting.
- Familiar comfortable biking in the city and using public transit.
- Comfortable working in any neighborhood in the city of Chicago.
- Prompt, punctual, and professional.
- Good at solving problems, thinking creatively, and self-motivation.
- Proficient with Microsoft Office and Adobe Suite applications.

CDOT Office

2 N. LaSalle Street
Suite 1110
Chicago, IL 60602

Interested candidates should send their resume, cover letter and three (3) references to Katrina Balog at katrina@musecommunitydesign.com. Put 'Part-time Ambassador' in the subject line of the email. The positions are open until they are filled. No phone calls, please.