Part-time SAFE Ambassador

- **January 2027 – August 2027**
- **30 hours/week**
- **$22.50/hour**

About the Firm

MUSE Community + Design (MUSE), is an innovative and award-winning urban planning firm founded in 2014. The office 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. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or other characteristics.

Position Description

We are seeking to add several 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 equitable access to safe transportation options. 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 both independently and collaboratively to deliver traffic safety education through presentations, demonstrations, outreach campaigns, and community engagement activities. Ambassadors connect with residents through a variety of educational platforms and events, helping increase awareness of traffic safety initiatives and promote safe mobility throughout the city while following applicable safety guidelines.

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 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 interactive resources with schools and other 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:

Required Qualifications

- 18 years of age or older.
- 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 clearly and respectfully with people of all ages, backgrounds, and abilities.
- Outgoing, energetic, and comfortable speaking with the public and leading presentations and interactive activities.
- Comfortable biking, using public transit, and working in neighborhoods throughout Chicago.
- Prompt, punctual, and professional.
- Able to work independently without direct supervision and collaboratively with a team, demonstrating creativity, resourcefulness, and self-motivation.
- Comfortable using basic computer tools and accurately entering event information.
- Able to learn and accurately share information about CDOT's programs and traffic safety initiatives and answer common questions.

Preferred Qualifications

- Experience in community outreach, public education, or event support.
- Comfortable creating simple graphics and outreach materials using Canva or similar design tools.
- Comfortable facilitating video conferences and webinars.

- Familiarity with video recording, editing, and formatting.
- Familiarity with Microsoft Office, Google Workspace, or Adobe Creative Cloud.

Applicants do not need to meet every preferred qualification to be considered.

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.