



Logistics Coordinator

Position Overview

Livable City, San Francisco's urban land use policy and advocacy nonprofit, seeks a Logistics Coordinator who is passionate about supporting environmental justice policy, advocacy, and community empowerment programs in San Francisco.

We are seeking an organized and dedicated Logistics Coordinator with a strong attention to detail and time management skills to support the organization's open streets and small business programs as they evolve in response to COVID-19 and San Francisco's economic recovery.

As a member of a small team, the Logistics Coordinator will also provide general organizational support.

The Logistics Coordinator reports to Livable City's Programs Manager.

Schedule: This position is full-time Wednesday through Sunday with significant field work required, with the start date of January 2021.

Job Classification and Compensation:

- Permanent, full-time, exempt
- Includes medical and dental benefits
- Annual salary of \$45,000 to \$50,000 DOE

Responsibilities Include:

- Manage permitting for multiple open street sites; permitting research, application development, application expedition, agency negotiations.
- Plan, organize, and oversee open streets site deployments.
- Coordinate logistics for multiple sites with partners and vendors, including:
 - Vehicle and equipment rentals
 - Cleaning and waste management services
 - Staffing plans
 - Production schedules
- Manage equipment inventory and rental schedule; Ensure equipment is stored in an organized and safe manner.

Requirements

Essential:

- A deep commitment to Livable City's mission
- 1+ year experience in event production or management
- Experience with obtaining street closure permits in City and County of San Francisco
- Detail-orientated, with strong organizational and time management skills
- Capable of physically demanding work, ability to lift 50 lbs, stand for 4 hours
- Valid CA Drivers' License with clean record; Minimum 25 years of age, to ensure eligibility to drive rental vehicles without prohibitive insurance fees for drivers under 25



- Adept at Google Apps, Gmail, Google Calendars

Highly Desired:

- Experience with Adobe InDesign and Illustrator and Microsoft Office Suite
- Bilingual strongly preferred (especially Spanish, Cantonese, or Tagalog)

To apply

Submit a cover letter and resume to HR@livablecity.org with the subject line “Logistics Coordinator”

Interviews will be conducted between December 7th to 21st, 2020. Position will be open until filled.

Equal Opportunity Employment

Livable City is an equal opportunity employer. People of color and individuals from diverse backgrounds are encouraged to apply. Livable City does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age or disability.

About Livable City

Livable City is San Francisco’s urban land use policy and advocacy nonprofit. The organization works to create a San Francisco of great streets and complete neighborhoods, where walking, bicycling, and transit are the best choices for most trips, where public spaces are beautiful, well-designed, and well-maintained, and where housing is more plentiful and more affordable. Livable City also runs a number of programs, including Sunday Streets, Play Streets, and Neighborfest. These programs bring communities together, promoting healthy living and active transportation to create vibrant, healthy, connected communities across the city through the format of car-free streets.