



**Programs Manager
People's Street Network**

Position Overview

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

We are seeking an organized and dynamic Programs Manager with strong project and relationship management skills to develop and manage the organization's open streets programs as they evolve in response to COVID-19 and San Francisco's economic recovery.

As a member of a small team, the Programs Manager will also provide general organizational support.

The Programs Manager reports directly to Livable City's Associate Director.

Schedule: This position is full-time with frequent evening and weekend 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 \$60,000 to \$75,000 DOE

Responsibilities Include:

- Lead planning, development, and implementation efforts for Livable City's open streets programs.
- Organize and supervisor project teams that include staff, volunteers, partners and vendors/subcontractors.
- Oversee open streets and programming deployments and post-deployment evaluations and assessments.
- Develop and oversee guidelines, policies, and systems to improve the efficiency and successful implementation and evaluation of the organization's streets programs.
- Build professional and collaborative relationships with residents, community leaders, community-based organizations, nonprofits, City staff, elected officials, and other partners to ensure successful execution of programs.
- Serve as the representative for Livable City's programs at community meetings, events, and with individual stakeholder.

Requirements

Essential:

- A deep commitment to Livable City's mission
- 2+ years of program management experience; strong budgeting, time, and staff management skills
- Excellent organizational skills and attention to detail



- Strong verbal and written communication skills
- Ability to develop and maintain strong relationships with individuals and institutions, including residents, nonprofits, government agencies, elected officials, community leaders, merchants, and funders
- Sensitivity to cultural and personal differences in age, ethnicity, sexual orientation, gender, race, ability, etc.
- Ability to be flexible and resourceful in the moment / Excellent critical-thinking and problem-solving skills
- Proficiency in Microsoft Office, Excel, Google Apps
- Ability to do physically demanding work, ability to stand for 4 hours, ride a bicycle, lift 25 lbs
- Possession of a valid CA Drivers' License with clean record

Highly Desired:

- Experience with public space activation design, implementation and management
- Experience with event planning, production and management
- Bilingual (especially Spanish, Cantonese, or Tagalog)
- BA/BS degree or higher

To apply

Submit a cover letter and resume to HR@livablecity.org with the subject line "Programs Manager." 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.