

Harambee Program Coordinator

Position Overview

The nonprofit Livable City is seeking an organized and dynamic Program Coordinator with strong project and relationship management skills and a background in event production to steward the 2022 pilot of the Harambee SF Program. The perfect candidate will have deep relationships in San Francisco's black community, love event production with a purpose, and thrive in a fast paced environment.

Employment Details

- Position to begin in February or March 2022; 12-month contract with possibility to extend dependent on funding
- Full-time, exempt status with 40 hour/week schedule; frequent weekend and evening shifts required
- Significant in-person time required; ability to conduct work remotely not guaranteed and will be based on organizational needs
- Annual salary of \$60,000 + medical and dental benefits, paid holidays, vacation, and sick days

Responsibilities

- **Project Management**
 - Maintain timelines, budgets, and program delivery for the 2022 pilot year and founding advisory board of Harambee SF;
 - Develop and oversee guidelines, policies, and systems to improve the efficiency and successful implementation and evaluation of the events and program;
 - Organize and supervisor a program team that include staff, volunteers, partners and vendors/subcontractors; Ensure timelines are kept and the program team is working together effectively
- **Community & Stakeholder Engagement**
 - Conduct outreach and build relationships with the residents and businesses in targeted neighborhoods on an ongoing basis
 - Organize and facilitate meetings with advisory board, community members, and city agency partners; Booking facilities and/or virtual meeting rooms, creating agendas, taking minutes, sharing notes; Keep conversations on topic, assist with consensus building, ensure mutual understanding of decisions
 - Build and maintain professional and collaborative relationships with all program partners
- **Event Planning & Production**
 - Manage permitting including research, application development, application expediting, agency negotiations
 - Coordinate logistics with staff, partners and vendors; Create staff plans, production schedules, and equipment lists; Book rentals and services such as vehicles, toilets, and waste disposal
 - Manage in-house equipment inventory and rental schedule; Ensure equipment is stored in an organized and safe manner

- Act as event manager at Harambee SF events; Supervise production staff, volunteers and vendors; Execute the production schedule
- **Organizational Support**
 - Help maintain the warehouse and office in good working order
 - Assist with grant applications and reports
 - Work fundraising and other key events for the organization throughout the year

Requirements

- Weekend and evening availability; flexible schedule
- 1+ year experience with event planning, production and management, ideally for outdoor events;
- Extremely well organized with an ability to maintain high attention to detail
- Experience with budgeting, time, and staff management
- Proficient in Google Apps, specifically Sheets, Calendars, Maps, and Drive storage
- Ability to do physically demanding work, ability to stand for 4+ hours, lift 25 lbs
- Possession of a valid CA Drivers' License with clean record
- Ability to work with diverse communities and be sensitive to differences in culture, age, ethnicity, sexual orientation, gender, race, ability, etc.
- Flexible and resourceful in the moment / Excellent critical-thinking and problem-solving skill
- Excellent written and verbal communication skill

Highly Desired

- A commitment to Livable City's mission
- Nonprofit program experience; Familiarity with nonprofit reporting and evaluation
- Bilingual (especially Spanish, Cantonese, or Tagalog)
- BA/BS degree or higher

To Apply

Email a cover letter and resume to HR@livablecity.org with "Harambee Program Coordinator" in the subject line and fill out the supplemental application available at <https://www.livablecity.org/staff-interns/>. **Incomplete applications will not be considered.**

Equal Opportunity Employer

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

San Francisco's urban land use policy and advocacy nonprofit Livable City works to create a city 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. For more information, visit livablecity.org.

