

## Treat Plaza Program Coordinator

### Position Overview

The nonprofit Livable City is seeking an organized and dynamic Program Coordinator with strong organizational and relationship management skills to steward the Treat Plaza site and activation program beginning in the spring of 2022. The perfect candidate will have experience with space activation or community organizing, loves being outdoors, and thrives in a position with a lot of variety.

### Employment Details

- Position to begin in February or March 2022; 12-month contract with possibility to extend dependent on funding
- Full-time, non-exempt status with anticipated 35-40 hour/week schedule; frequent weekend and occasional evening shifts required
- Significant in-person time required; ability to conduct work remotely not guaranteed and will be based on organizational needs
- Hourly pay rate of \$24 + medical and dental benefits, paid holidays, vacation, and sick days

### Responsibilities

- **Space Stewardship and Activation**
  - Onsite stewardship of the site a minimum of 3 days a week and sometimes more frequently; Activities may include setting up tables and chairs, cleaning debris/hosing down the plaza as needed, soliciting surveys, and doing program planning as is feasible
  - Develop, coordinate, and publish weekly programming for Treat Plaza
  - Coordinate logistics with partners and vendors for activations; Create production schedules, and equipment lists;
  - Manage permitting including research, application development, application expediting, agency negotiations
  - Act as a site facility manager during special events; assist program staff accessing equipment and facilities, help supervise the space
  - Manage equipment inventory and usage schedule with partners; Ensure equipment is stored and accessed in an organized and safe manner
  - **Community & Stakeholder Engagement**
  - Conduct outreach and build relationships with the nearby residents, nonprofits, and businesses on an ongoing basis
  - Organize and facilitate meetings with an advisory board/friends-of group, community members, and city agency partners; Booking facilities and/or virtual meeting rooms, creating agendas, taking minutes, sharing notes;
- **Project Management**
  - Maintain timelines, budgets, and delivery for the programming and maintenance of Treat Plaza;
  - Manage vendors for maintenance such as cleaning, waste and storage
  - Develop and oversee guidelines, policies, and systems to facilitate ongoing activation and strong community involvement

- **Organizational Support**

- Help maintain the main Livable City warehouse and office in good working order
- Assist with grant applications and reports as needed
- Work fundraising and other key events for the organization throughout the year

### Requirements

- Weekend and evening availability; flexible schedule
- Ability to do physically demanding work, ability to stand for 4+ hours, lift 25 lbs
- Proficient in Google Apps, specifically Sheets, Calendars, Maps, and Drive storage
- Ability to work with diverse communities and be sensitive to differences in culture, age, ethnicity, sexual orientation, gender, race, ability, etc.
- Excellent written and verbal communication skill
- Extremely well organized with an ability to maintain high attention to detail
- Experience with project management; budgeting, relationship management, timeline management

### Highly Desired

- Bilingual (especially Spanish, Cantonese, or Tagalog)
- 1+ year experience with public space activation or stewardship
- Nonprofit program experience; Familiarity with nonprofit reporting and evaluation
- Possession of a valid CA Drivers' License with clean record
- BA/BS degree or higher

### To Apply

Email a cover letter and resume to [HR@livablecity.org](mailto:HR@livablecity.org) with "Treat Plaza 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](http://livablecity.org).

