



Program Director

Livable City, San Francisco's urban land use policy and advocacy nonprofit, seeks a Program Director who is passionate about social justice, community empowerment, and the importance of open space for healthy, connected communities. We need an organized, flexible, and passionate leader to manage our growing slate of successful programs as part of the organization's management team.

Position Overview

Livable City's Program Director is responsible for the planning, implementation, oversight, and evaluation of Livable City's programming events, including Sunday Streets, Play Streets, and Neighborfest. The Program Director will lead a Programs Team and will work closely with other staff to achieve program goals (communications, partnerships, etc.). A vital role of the Program Director will be to build and maintain key partnerships to engage small businesses, community and neighborhood organizations, and city agencies in Livable City events.

As a member of a small team, the Program Director will also provide general organizational support.

The Program Director reports directly to Livable City's Associate Director.

Schedule: This position is full-time with intermittent evening and weekend work required. Attendance required for all Livable City events and briefings.

Job Classification and Compensation:

- Permanent, full-time, exempt
- Includes medical and dental benefits
- Annual salary of \$70,000 DOE

Responsibilities Include:

- Manage the development and execution of Livable City's programs, including Sunday Streets, Play Streets, Neighborfest, and other events.
- Oversee the evaluation of Livable City's programs (lead data collection and data analysis efforts).
- 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 public face of Livable City's programs.
- Supervise the Programs Team, including but not limited to the Outreach and Volunteer Coordinator, the Logistics Coordinator, and the Programming Coordinator.
- Lead the planning for each Sunday Streets season (stakeholder meetings, neighborhood summits, citywide surveys, etc.).



- Develop and oversee systems to ensure the efficient, thorough, and successful implementation of Livable City programs, including an inventory management system and a robust outreach protocol.
- Work with the Communications Manager to achieve the goals of Livable City's programs (promotion, volunteer recruitment, etc.).
- Work with the Associate Director to launch new programs and improve existing programs.

Requirements

Essential:

- A deep commitment to Livable City's mission
- 2+ years of program management experience
- 2+ years of event production experience
- Excellent organizational skills
- Ability to be flexible and resourceful in the moment / Excellent critical-thinking and problem-solving skills
- 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.
- 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:

- 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 "Program Director." Position will be open until filled, with first-round interviews beginning the week of March 23.

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.

Livable City has six dedicated full-time staff, augmented by passionate interns and hundreds of annual volunteers.