



Part-Time Programming Coordinator

Livable City, San Francisco's urban land use policy and advocacy nonprofit, is seeking a part-time Programming Coordinator to work with event exhibitors to ensure the success of a growing slate of community-driven events.

Position Overview

Livable City's Programming Coordinator is responsible for managing the programming at Livable City's events, which includes overseeing exhibitor registration, tracking exhibitors' equipment needs, and working with the Program Director to ensure each event has plentiful and diverse programming.

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

The Programming Coordinator reports directly to Livable City's Program Director.

Schedule: This position is part-time Monday through Friday with intermittent evening and weekend work required. Attendance at all Sunday Streets events is mandatory.

Compensation: This is a part-time non-exempt position, paying \$22/hour.

Responsibilities Include:

- Manage exhibitor registration for Livable City events, including development and maintenance of registration portals, enforcement of program requirements, and distribution/publication of program policy documents
- Manage exhibitor confirmations and onboarding
- Work with the Program Director to resolve exhibitor problems and to ensure placement of exhibitors maximizes event success
- Coordinate with Logistics Coordinator for equipment needs of exhibitors
- Work with Outreach and Volunteer Coordinator and Logistics Coordinator to coordinate event-prep and day-of staffing and volunteer needs
- Work with staff and community stakeholders to plan each season of Sunday Streets

Requirements

Essential:

- A deep commitment to Livable City's mission
- Detail-oriented, with strong organizational and project management skills
- A professional external-facing demeanor with a focus on customer service



- Minimum of one year experience working in a non-profit or organizing street festivals, farmers' markets, or other special events
- Ability to work effectively with a wide variety of individuals, including merchants, City staff, sponsors, volunteers, and members of the public
- Sensitivity to cultural and personal differences in age, ethnicity, sexual orientation, gender, race, ability, etc.
- Highly skilled in Microsoft Office, Excel, Google Apps
- Ability to do physically demanding work (stand for 4 hours, ride a bicycle, lift 50 lbs)

Highly Desired:

- Bilingual (especially Spanish, Cantonese, or Tagalog)
- Proficiency in Adobe InDesign, Illustrator
- Community organizing experience in San Francisco
- Valid CA Drivers' License

To apply

Submit a cover letter and resume to HR@livablecity.org with the subject line "Programming Coordinator." Position will be open until filled, with first-round interviews beginning the week of March 23, 2020.

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.