



Program Coordinator

Reports to: Executive Director

FLSA Status: Non-Exempt

Background

The Jack London Improvement District is a private, not-for-profit 501(c)3 organization dedicated to making Oakland's historic commercial waterfront neighborhood inviting and accessible, and supports an inclusive and resilient commercial community that values the diverse history, economies, culture and people of this place.

Position Summary

The Program Coordinator's responsibility is to support the overall operation of Jack London Improvement District (the District) as well as marketing and economic development, and clean and safe programs to increase activity, identity, and the overall experience in the neighborhood. The Program Coordinator reports directly to the Executive Director and supports all aspects of operations and programs in the District in addition to performing diversified administrative duties.

Tasks and Responsibilities

General Responsibilities

- Preparation for meetings and maintenance of records in compliance with the Ralph M. Brown Act and Oakland Sunshine Ordinance including public posting of agendas, slideshows, and accurate transcription and posting of minutes
- Financial management support in compliance with the regulations unique to the District's 501(c)3 non-profit status including preparation of financial reports and tax filings
- Relationship-building and management of contact information database of Jack London stakeholders including businesses, property owners, elected officials, and others as needed
- Office management including the organization of files and information; communications; managing utilities and other building services; maintenance of office, equipment, and supplies.

Project Management Support

- Environmental branding, events, and physical improvement projects with attention to timeline, budget, and multiple stakeholder groups.
- Marketing and communication, including social media updates, webpage content maintenance, and preparation of mailings;
- Other special projects and duties as assigned.

Position Qualifications

- Excellent verbal and written skills with the ability to communicate at all functional levels.
- Ability to work independently and prioritize in a fast-paced environment.
- Experience with Gmail, QuickBooks Online, Dropbox, and Microsoft Office.
- Ideal candidates will have completed a bachelor's degree and 1-2 years of relevant experience.

Compensation

- Commensurate with experience and qualifications. Starting salary \$65,000 annually plus competitive benefits package.

To Apply

Send resume and cover letter to Savlan@jacklondonoakland.org. Position open until filled.