



Jack London Improvement District Job Posting: Public Space Manager

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 Public Space Manager's responsibility is to support the overall operation of Jack London Improvement District (the District) through public space activation, and management clean and safe programs to increase activity, identity, and the overall experience in the neighborhood. The Public Space Manager reports directly to the Executive Director.

Tasks and Responsibilities

- Management of a range of public space improvement programs and projects including cleaning and safety ambassador services, providing support for design and installation of outdoor seating, plantings, and other improvements in the public right of way, support for public safety improvements such as lighting, streetscape repairs, and District-wide security camera program.
- Relationship-building and management of contact information database of Jack London stakeholders including businesses, property owners, elected officials, and others as needed
- Reporting out on progress and milestones in team and public meetings
- Environmental branding, events, and physical improvement projects with attention to timeline, budget, and multiple stakeholder groups.
- Other special projects and duties as assigned.

Position Qualifications

- Excellent verbal and written communication skills with the ability to participate in interdisciplinary team projects
- Ability to work independently and prioritize in a fast-paced environment.
- Experience with Gmail, QuickBooks Online, Dropbox, and Microsoft Office.
- Ideal candidates may have completed a bachelor's degree and 1-2 years of relevant experience.

Compensation

Commensurate with experience and qualifications. Starting salary \$65,000-\$75,000 annually plus competitive benefits package.

To Apply

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