

Bay Area Community Land Trust Seeks to Hire Program Manager

About the Bay Area Community Land Trust:

Founded in 2006, The Bay Area Community Land Trust (BACLТ) is a member-based nonprofit organization whose mission is to create permanently affordable, resident controlled housing for low- and moderate-income people in the East Bay through community ownership of the land. BACLТ aims to build community and enhance the quality of life for East Bay residents through resident training, policy advocacy, and the development of permanently affordable homeownership units. The organization works in partnership with residents, community groups, and local government to preserve multifamily housing by converting properties from rental units into resident-owned, limited-equity and non-equity housing cooperatives. BACLТ currently has nine Co-op properties, with nearly 100 residents, in varying stages of Co-op formation and self-management.

Summary of Position:

BACLТ seeks a Program Manager to help build and maintain a strong, well-functioning, community-based organization. The Program Manager is hired by and reports to the Organizational Director (OD). Working closely with the Director, the Program Manager is responsible for the overall coordination of our member services, outreach and education programs. Other duties include supporting our Small Sites program, as well as some administrative work. The Small Sites Program is a City of Berkeley funded program that enables BACLТ to purchase smaller rental properties and convert them to resident controlled cooperatives.

Job Responsibilities:

Member Relations (30%):

- Maintain organizational member/contact database
- Manage the quarterly newsletter and occasional email announcements
- Lead the planning for the annual membership meeting

Co-op Education & Technical Assistance (TA) Program (30%):

- Maintain and expand the BACLТ Education & TA Program
- Provide introductory workshops to new residents and the general community
- Develop and deliver all co-op education curriculum for BACLТ and non-BACLТ Co-ops, in varying stages of Co-op formation and self-management.
- Monitor and evaluate the Education & TA Program
- Coordinate meetings, orientation workshops and other outreach activities
- Assist Asset Manager with advertising vacant units & helping Co-ops fill their vacancies
- Manage and maintain respectful relationships with all BACLТ leaseholders
- Collaborate with other staff to support newly forming Co-ops as needed.

Community Relations (20%):

- Act as liaison with any community-based activities in support of affordable housing
- Attend public & community meetings
- Build and develop relationships with affordable housing organizations and groups
- Conduct outreach to property owners and tenants in prospective Small Site properties
- Support Project Director with project development activities as needed
- Perform resident income qualification and program eligibility assessments as needed
- Work with OD in writing newsletters, web content, preparing for events, media relations etc.

Fundraising and administrative (20%)

- Assist OD with grant writing and reporting in support of the education and outreach program
- Other administrative duties as necessary, including but not limited to general office support.

Qualifications/Skills/Experience:

The ideal candidate will have experience working with people from diverse socio-economic and cultural backgrounds, will be passionate about the organization's mission, and experienced in community organizing. They will possess excellent skills in community organizing and project management, specifically:

- Minimum of one year's experience with affordable housing or community development organization.
- Minimum of one year's experience providing education, training and/or technical assistance to diverse adult populations.
- Leadership skills, including good public speaking skills
- Excellent written and oral communication skills
- Demonstrated ability to plan and manage a service-oriented program, including budget management.
- Ability to quickly establish credibility and build strong working relationships with diverse groups of people.
- Ability to maintain a high level of confidentiality.
- Results-driven and team-oriented work style.
- Well organized and detail oriented.
- Proficient user of Microsoft Office software, database software and Internet research.
- Personal knowledge of land trusts and/or housing cooperatives.
- Local candidates given preference.

While not required, skills or experience in any of the following areas/activities are desirable:

- Experience with any Housing or Worker Cooperative
- Bachelor's Degree
- Working with low- and moderate-income households
- Public relations, marketing or preparing publications
- Ability to communicate in Spanish or other language used by low-income residents of the East Bay

Salary and Benefits

Salary: \$60,000 to \$65,000 a year FTE, depending on experience.

This position is currently funded at 0.5 FTE (20 hours/week) and is expected to increase to .8 FTE (32 hours/week) by the end of the first quarter of 2023. BACL T offers vacation, sick-leave and health benefits.

Please send resume and cover letter to: info@bayareactl.org.

BACL T is an Equal Opportunity Employer.