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## Position Announcement: August 2018

### Outreach & Education Coordinator

HOURS: .6 FTE (25hr/Week)

*Potential increase to FT in coming year (funding dependent).*

SALARY: FTE salary range of \$46,000 to \$54,000 (~\$25/hr)  
(depending on experience)

BENEFITS: NCLT offers a competitive package of benefits sick/vacation, full health benefits, 401k matching retirement, and a sabbatical program every 5 years.

START DATE: Flexible - Between September 24th - October 5th, 2018

TO APPLY: Please submit a resume and letter of interest to [jobs@nclt.org](mailto:jobs@nclt.org) no later than August 31<sup>st</sup>, 2018.

Interviews are tentatively planned between Sept. 10<sup>th</sup> and 20<sup>th</sup>, 2018.

#### Position Description:

The primary purpose of this position is to coordinate outreach and educational programs for the Community Co-Ownership Initiative (CCOI) of Northern California Community Land Trust (NCLT) and the People of Color Sustainable Housing Network (POCSHN). The core scope of this work, funded by the Catholic Campaign for Human Development (CCHD), is to coordinate and co-design a series of educational trainings for both forming and existing resident-operated cooperatives, maintain an accessible online curriculum resource on community ownership models and lastly to build the foundation for at least one prospective resident group to acquire and convert a rental property into a new resident-run cooperative. By achieving these goals, this position will also help strengthen the overall organizational infrastructure and capacity of both POCSHN and NCLT to serve existing and forming resident-operated cooperatives.

#### Responsibilities:

Education & Outreach to Prospective Residents: 50%

- Co-coordinate on-the-ground outreach to communities in neighborhoods on the verge of displacement, sharing information on the CCOI educational training series and the CLT model.
- Co-design curriculum (using lessons from the cohort pilot) for the educational training series for prospective cooperative resident groups.
- Co-coordinate an educational training series for prospective cooperative resident groups on shared ownership and resident controlled housing models with a focus on property acquisition & management, governance, legal structures, and community cohesion.
- Support POCSHN's prospective cooperative resident groups in assessing and building readiness for co-op creation (leadership development).
- Co-create & manage an online training tool ([learn.nclt.org](http://learn.nclt.org)) for prospective and current cooperative resident groups.

- Co-create and distribute educational materials for homeowners who are interested in transferring their property to POCSHN/NCLT.

#### NCLT Resident Stewardship: 40%

- Coordinate and provide ongoing technical assistance training to existing co-op and HOA boards and residents as necessary (e.g., bookkeeping, board elections, resident engagement, committees, etc.).
- Coordinate education and training programs involving both prospective resident groups and existing resident groups.
- Maintain up to date resident information in the NCLT stewardship database; track household income and asset data for program evaluation.
- Support with overall NCLT communications with residents.
- Serve as staff liaison to the education and project board committee.

#### Fundraising & Development (Hours) 10%

- Support POCSHN organizing collective and NCLT staff on grant writing as well as budget creation and reporting.
- Co-convene quarterly meetings with POCSHN's Organizing Collective

#### **Desired Knowledge, Skills, and Abilities**

- Familiarity with Community Land Trusts / Cooperative Development
- Strong Verbal and Written Communication Skills including regular public speaking
- Strong Facilitation Skills
- Experience with Community Organizing & Outreach
- Curriculum Design Skills
- Event Coordination Skills
- Basic Website Management & Design Skills (WordPress and Moodle a Plus)
- Familiarity with Salesforce Database (A Plus)
- Ability to work well with teams
- Ability to work well with culturally diverse constituents

The position reports to the Executive Director and will be expected to work cooperatively with a diverse group of staff and volunteers including NCLT project development staff, the POCSHN leadership group, and instructors and facilitators.

#### **About NCLT:**

Founded in 1973 and headquartered in Berkeley, the Northern California Land Trust is a Community Land Trust (CLT) that develops affordable housing and community facilities in the Community Land Trust model. We are a small, but complex organization that provides property management, real estate sales and development, and direct housing counseling services to our residents and community partners.

<https://nclt.org>

#### **Equal Opportunity Employer:**

NCLT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.