



**NORTHERN CALIFORNIA LAND TRUST**  
**Position Announcement**

**ARTIST SPACE TRUST ADMINISTRATIVE AND OUTREACH ASSOCIATE**

**SALARY:** \$36 per hour, 20 hours/week

**BENEFITS:** NCLT offers a competitive package of benefits for all staff, including opportunities for professional development, sick/vacation/family leave, health benefits, Simple IRA matching retirement plan, and a sabbatical program every five years.

**TO APPLY:** Please submit a resume, 3 professional references and letter of interest to [jobs@nclt.org](mailto:jobs@nclt.org) no later than 10/2/23.

**DETAILS AT:** <https://nclt.org/jobs/>

**Start Date:** November 2023

**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>

**Artist Space Trust (AST)** is an innovative national model for equitably securing permanently affordable artist housing and creative space. Utilizing methods developed by the community land trust movement, AST will facilitate an intergenerational transfer of property to prevent losses for future generations locked out by market forces.

Artist Space Trust grew from the shared commitment of Vital Arts and the Northern California Community Land Trust (NCLT) to stem the displacement of artists economically vulnerable to rising real estate costs. We believe that community control and ownership are necessary to ensure that local artists have access to safe, affordable spaces to live, create, and share their work.

<https://www.artistspacetrust.org/>

**JOB DESCRIPTION:** The Administrative and Outreach Associate is a part-time position that requires in-office (East Bay) and work from home hours as well as occasional site visits and community gatherings around the Bay.

The position supports Artist Space Trust with day to day administration and outreach responsibilities including, but not limited to:

- create agendas and take notes for online and site-specific meetings
- conduct research and collect data on affordable housing and artist-specific spaces
- manage contacts database and prepare reports
- manage social media, website updates and monthly newsletter
- assist with monthly budget reconciliation
- manage aspects of advisory council meetings, community gatherings, property visits and fundraising events
- assist with grant management and reporting
- represent AST at community events with the goal of expanding AST's network and general project awareness
- Perform other tasks as assigned

**The ideal candidate** should possess a deep understanding of the diverse arts and cultural landscape in the Bay Area, encompassing various genres and communities. Preferably, they should also have expertise in the affordable housing and real estate sectors. The candidate should exhibit flexibility, exceptional organizational skills, a keen eye for detail, and proficiency in both written and verbal communication. Additionally, effective time management is essential for this role, and the candidate should excel in managing multiple tasks simultaneously.

## **DESIRED QUALIFICATIONS AND EXPERIENCE**

- 1-3 years of office administrative experience
- 1-3 years working with database management systems
- Experience with the Microsoft Office suite and Google Workplace platform
- Social media content creation and management
- Excellent verbal and written communication skills
- Results-driven and team-oriented work style
- Events management and/or community organizing/outreach experience
- Bilingual and biliterate in English and any of the region's remaining threshold languages: Spanish, Chinese (Mandarin and/or Cantonese), Farsi, Russian, Tagalog, Korean, and Vietnamese

**REPORTS TO:** The position reports to the Artist Space Trust director.

**Equal Opportunity Employer:** As an organization committed to community led solutions to housing justice and racial equality 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, along with any and all of other characteristics that make us all unique. We help put this commitment to diversity, equity and inclusion in practice through professional training, flexible work hours, benefits and support for a healthy work-life-family balance.