



PROJECT DESCRIPTION: COMMUNITY HISTORY ARCHIVIST

- Description:** TODCO Group has an extensive archive of one-of-a-kind materials that we need to catalogue into a searchable database. The original materials span the 30-year history of the Yerba Buena Redevelopment project's development and community litigation. Much of this story is in Chester Hartman's book "Yerba Buena: Land Grab and Community Resistance in San Francisco," but no one has the extensive, original materials that we have. Many of these items are not available in digital form, and are an important part of the history of the neighborhood. For Planning or Policy students, there could be a fabulous opportunity to do your own independent paper based on these unique materials.
- Tasks:** Specifically, the History Archivist will:
- Organize materials by date, type, subject
 - Oversee digitization of paper materials
 - Create a searchable database
 - Assist with additional tasks related to TODCO's extensive historic archive
- Skills:** Attention to detail is a must. Experience with archiving, database creation and management preferred. Interest in community building, planning and development history, and the SOMA neighborhood a plus.
- About TODCO:** The TODCO Group is the nonprofit community development corporation for San Francisco's dynamic South of Market Neighborhood. For 40 years we have been fully engaged in SOMA's many Civic/ urban/ social/ economic planning issues and initiatives. Our summary Mission Statement is: *South of Market Neighborhood Builders*.
- To Apply:** Please send resume and cover letter as attachments to alice@todco.org with the subject line "Application for Community History Archivist." No phone calls please. Local applicants only.
- This description is not a written or implied contract of employment. This is a contract work position. Women, people of color, LGBTQ, and people with disabilities encouraged to apply.
- Compensation:** Work to be completed Winter-Spring 2017. This is an hourly, contract work position with a flexible schedule. Compensation will be \$25/hour
- Supervisor:** Alice Light, Director of Community Planning