

## **Communications & Administrative Assistant Opportunity – 12 Month High-Visibility Bay Area Project**

Resilient by Design | Bay Area Challenge is a collaborative research and design initiative bringing together community members, public officials and local, national and international experts to develop innovative solutions to address the effects of climate change around the Bay. This initiative is based on the award-winning model Rebuild by Design, a bold public-private collaboration that brought innovative solutions to areas impacted by Hurricane Sandy.

In a yearlong challenge, ten teams of engineers, architects, designers and other experts will work alongside community members to identify critical areas along the Bayfront and propose exciting, new, community-based solutions that will strengthen our region's resilience to sea level rise, severe storms, flooding and earthquakes.

By taking an imaginative approach to resilience and collaborating as a region, we will be protecting shoreline communities and preparing for the local challenges brought on by climate change. We are also creating a stronger, more resilient Bay Area with solutions that address big issues including housing, health, transportation and economic disparities.

The Communications & Administrative Assistant will work with the Managing Director and report to the Community Engagement Director to execute communications strategies, develop materials and provide administrative support.

### **Key Responsibilities**

- Work with Resilient by Design staff to create and execute communications strategies supporting all aspects of the work
- Assist Managing Director by scheduling meetings, planning travel arrangements, and managing calendar
- Manage website (Squarespace) development process and maintain website
- Prepare public presentations, blog posts, and draft content to send weekly e-blasts (MailChimp)
- Provide general office management and logistical support
- Manage staff travel arrangements, registrations, reservations, and other logistics
- Manage RbD main calendars, track key events, deadlines etc.
- Schedule and prepare agendas for team meetings, executive committee meetings, etc.
- Support other staff members with event planning and logistical support
- Coordinate transportation and logistics for meetings, trips, events and outside experts, including jury, research advisors, etc
- Work on other special projects as needed

### **Experience**

- A Bachelor's degree with 1-3 years relevant experience
- Excellent presentation, written, and oral communication skills
- Quick problem solver and excellent attention to detail
- Experience with or willing to learn common CMS, html, Squarespace, Mailchimp, and/or other online communication and campaign tools
- Proficient in Adobe Creative Suite, graphic design a plus
- Ability to work effectively under tight deadlines
- Passion for social change, ability to be creative, strong sense of humor, flexibility, and enjoys working with fun people



- Ability to work effectively in a diverse, nimble, entrepreneurial, and time-sensitive organizational structure that requires managing multiple objectives simultaneously and within expected time frames

### **Selection Process**

Resumes will be reviewed on a rolling basis, with the goal of having the role as soon as possible, ideally by June 12, 2017. This full-time role will last approximately 12 months and can be structured as a contracted role or a salaried, time-limited position with the Trust for Conservation Innovation, a non-profit organization based in the Bay Area that serves as the fiscal sponsor for this effort. The core team for the project will be housed at the Bay Area Metro Center at 375 Beale Street, San Francisco, CA. Please send a cover letter, a writing sample, and your resume to the email [hiring@resilientbayarea.org](mailto: hiring@resilientbayarea.org) with "Communications/Administrative Assistant" in the subject line.

We value and promote diversity in the workplace and we are committed to providing equal opportunities to all team members without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local law.