



Tenants and Owners Development Corporation (TODCO) is a community-based housing / community development corporation for San Francisco's South of Market Neighborhood. Our summary Mission is *South of Market Neighborhood Builders*. The TODCO Group of non-profit companies plans and develops new / rehabilitated affordable housing for seniors, persons with disabilities, and SRO households, and engages in a range of community development programs and advocacy with other South of Market community organizations.

JOB ANNOUNCEMENT

Position Title:	Community Advocate: Communications/Media
Site(s):	TODCO Office
Work Load:	50% Full Time
Status:	Salary Exempt
Salary:	\$40-50,000 annual salary at 50% FTE of \$80-100,000
Benefits:	Full medical/dental/vision/life/insurance per TODCO programs; long-term disability insurance; 403(b) retirement plan available
Supervision:	Reports to Captain of Community Building

Requirements:

- Minimum 5 year's experience in nonprofit community advocacy
- Proven proficiency with website/Facebook site construction and management
- Demonstrated information article writing skills
- Demonstrated public presentation skills

Responsibilities:

- Construct and maintain TODCO general website and Community Advocacy Program Facebook site, including writing content and securing third party content.
- Organize community meetings for TODCO Community Advocacy Program.
- Make presentations to community and civic groups for TODCO Community Advocacy Program.
- Other tasks as assigned.

To apply, please submit a cover letter and resume to: communityadvocatesearch@todco.org.

TODCO is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin, or disabilities. Please let us know if you need any special accommodations for the interview process. TODCO is a drug-free workplace as required by the "Drug-Free Workplace Act of 1988.