

Bay Area Resilient by Design

Project Assistant – 15 Month High-Visibility Bay Area Project

The Bay Area Resilient by Design Challenge (RbD) is an international design competition that will propose innovative, scalable, and financeable resilience projects on 10 sites along the San Francisco Bay shoreline. The projects will deliver multiple benefits for the communities and assets that they are designed to protect. RbD is inspired by the significant effort deployed after Hurricane Sandy in the New York/New Jersey/Connecticut region through the Rebuild by Design project. Unlike the crisis situation on the East Coast, the Bay Area RbD effort is designed to increase the resilience of Bay Area communities to future risks posed by rising sea levels.

Over the course of 15 months, RbD will invite Bay Area, national, and international designers, architects, developers, and financiers to create and implement visionary, realistic, and replicable solutions that enable neighborhoods and communities to adapt now to the future effects of rising sea levels, increasing storms and flooding, and seismic vulnerabilities. These solutions will be developed in partnership with residents, businesses, and community-based organizations, and with local and regional political leaders. Just as important, they will bring multiple benefits to those communities and the region, e.g., protecting at-risk populations, enhancing the natural environment, and bolstering critical infrastructure.

The Project Assistant will support the rest of the RbD team, including the Managing Director and Program Managers. The assistant role includes coordinating agendas, meeting and event planning, travel, and supporting the Executive Board and other committee work. Our ideal assistant will be experienced in handling a range of executive support, operational, and outreach related tasks and as well as program research as needed. Above all the ideal candidate will be hard-working, capable, reliable, committed to the mission, and fun.

Key Responsibilities

- o Assist Managing Director by scheduling meetings, planning travel arrangements, and managing calendar
- o Provide general office management and logistical support
- o Manage staff travel arrangements, registrations, reservations, and other logistics
- o Prepare expense reports, reimbursements, and track receipts
- o Manage RbD main calendars, track key events, deadlines etc.
- o Schedule and prepare agendas for team meetings, executive committee meetings, etc.
- o Maintain contact lists
- o Support other staff members with event planning and logistical support
- o Coordinate transportation and logistics for meetings, trips, events and outside experts, including jury, research advisors, etc
- o Organize meals and receptions
- o Track and create record of everyone the teams meet with, and all reporting logistics
- o Work on other special projects as needed, which may include maintaining communications, research, and community outreach materials

Experience and Skills

- o Bachelor's degree or higher

RbD Administrative/Project Assistant Opportunity – Cont'd

- o General interest in and commitment to the mission and vision of Resilient by Design, and/or architectural design, urban planning and resilience generally
- o 1-3 years experience in administrative role and/or comparable experience
- o Quick problem solver and excellent attention to detail
- o Proficiency in MailChimp and WordPress a plus
- o Experience managing budgets and tracking expenses
- o Experience administering multiple, simultaneous projects
- o Experience with or willingness to learn MailChimp, and other online communication and campaign tools
- o Ability to work effectively under tight deadlines
- o Passion for social change, ability to be creative, strong sense of humor, flexibility, and enjoys working with fun people
- o 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 start no later than April 10, 2017. This full-time role will last approximately 14 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 describing your interest in the position, relevant experience and any related work that you have accomplished that makes you a compelling candidate, along with a resume, to the email listed below. Emails can be addressed to the RbD Hiring team and sent to the following email address: [hiring@resilientbayarea.org](mailto: hiring@resilientbayarea.org) with “**RbD Project 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 laws.