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Oakland Chinatown
Improvement Council

**Job Announcement:
Program Coordinator
Oakland Chinatown Improvement Council (OCIC)
Issue Date: May 17, 2022
Due Date: Open Until Filled**

The Oakland Chinatown Improvement Council is seeking a qualified Program Coordinator to serve in the capacity of key support staff of the Oakland Chinatown Improvement Council, a Community Benefit District.

Background:

The Oakland Chinatown Improvement Council (OCIC) is a new nonprofit Community Benefits District that was formed by an overwhelming vote of the affected property owners in July 2021. OCIC has a disbursement agreement with the City of Oakland to administer the revenues collected from property owners within the Oakland Chinatown District boundaries, with its first year annual budget projected to be \$1.2 million. OCIC is currently in the process of rolling out its special benefit services as outlined in its District Management Plan.

The main goal of OCIC is to make Oakland Chinatown cleaner, safer, and more vibrant for the community. Our Chinatown businesses have suffered from a first wave of business loss during the pandemic when people were afraid to patronize our businesses due to xenophobic and misinformed beliefs that our neighborhood would give them coronavirus. A second wave of anti-Asian hate followed when our elders, residents, and small businesses were targets of seemingly senseless violence. Our Chinatown walls, normally covered with wonderful community murals, have started to become defaced with graffiti that damages the cultural characteristics of the neighborhood.

OCIC as a Community Benefits District is a long-term solution to make our community feel safe, clean, and welcoming again. More than half the OCIC's budget, or \$809,000 is dedicated to "Civil Sidewalks," which means providing special services to Chinatown like maintaining cleanliness, safety, and volunteer engagement.

POSITION SUMMARY:

OCIC is looking for an experienced community builder and contract administrator to build our Civil Sidewalks Program. The Program Coordinator is responsible for assisting the Executive Director in managing the Civil Sidewalks Budget and programs, which consists of more than $\frac{2}{3}$ of the entire OCIC budget, and ensuring that it adheres to the District Management Plan originally approved by Chinatown stakeholders. The Program Coordinator will oversee and coordinate multiple contracts and vendors, ensure contract compliance, interact frequently with members of the community, and need to build relationships between different volunteer groups that are aligned, strategic, and impactful. This senior-level position reports to the Executive Director.

Desired Skills and Experience:

- All candidates for this position must be able to communicate in Cantonese and/or Mandarin/ Toishanese. Ability to read and write in Chinese is a plus , but not required. Having the same skills for the Vietnamese language would be desirable.
- Working knowledge of Oakland Chinatown.
- Experience drafting and ensuring compliance of contracts.
- Ability to build relationships and trust between different groups, resolve conflicts, and bring groups together.
- Working in a non-profit, civic, or community-based organization, or Business Improvement District/ Community Benefits District.
- Working independently and efficiently without direct supervision.
- Ability to effectively communicate with stakeholders (property owners, business owners and residents).
- Knowledge of maintenance of the public rights of way.
- Proficient computer and business e-mail skills.

Hours required:

The Program Coordinator work schedule shall be determined by instructions of the Executive Director; however, it will be expected to provide a minimum of an average of 40 hours per week.

Pay:

Up to \$75,000 a year depending upon experience. Any payroll and employment taxes shall be included in this \$75,000 per year maximum figure. Health benefits, vacation, and sick time may be provided. *The Executive Director may also consider higher cost proposals based upon experience within the district in this field.*

Employment status:

The District will enter into an independent contractor relationship or employment agreement with the selected candidate. The main point of contact for the selected candidate or company shall be the Executive Director of the OCIC.

ROLE AND RESPONSIBILITIES:

Civil Sidewalks Program Coordination:

- Oversee and coordinate with Clean and Safe contract providers to ensure the highest level of services for the community within the District
- Oversee Public Rights of Way Programs contract providers to ensure the highest level of services for the community within the District
- Ensure all vendors are providing services as written in contracts and RFPS and operating within allocated budget
- Coordinate and interpretation and translation of Civil Sidewalks Committee Meetings
- Ensure that the special benefit services provided by contractors adhere to the Civil Sidewalks portion of the Oakland Chinatown Management District Plan
- Walk with the maintenance employees or contractor and local Chinatown groups regularly to ensure the highest level of maintenance and security is provided.
- Coordinate and facilitate relationship between existing Chinatown volunteer group and OCIC Civil Sidewalks Vendors and Program
 - Organize regular meetings and interactions between the OCIC Clean and Safe Ambassador Team with existing Oakland volunteer groups like the Toishan Benevolent Association Chinatown Patrol Team, Blue Angels Patrol Team, Compassion in Oakland, and others.
 - Build relationships and mutual understanding between any OCIC vendors like Ambassadors and security personnel, and Chinatown groups, promote communication and collaboration on cleaning issues, patrol schedules, and foster an environment of mutual respect amongst all Chinatown stakeholders.
- Develop and help organize programming and ways to support existing Oakland volunteers, like meals, days of recognition, etc.
- Prepare monthly reports to the Executive Director
- Will occasionally need to work collaboratively with the Oakland Fire Department, Oakland Police Department and the Department of Public Works, and City contractors like Waste Management.
- Help Executive Director draft RFPs for future Civil Sidewalks Programming
- Assist in solicitation of responses for RFPs pertaining to Civil Sidewalks Programming
- Ensure vendors are compliant with necessary insurance policies, licenses, special requirements etc. to contract with OCIC.
- Oversee and direct interns
- Other duties as assigned by the OCIC Executive Director

Organizational Support

- Attend all OCIC Civil Sidewalks Committee meetings.

- Assist Executive Director in preparation of OCIC Civil Sidewalks Committee Board packets, work with Executive Director and Content Manager to post consistent with the Brown Act and City of Oakland open meeting provision requirements.
- Distribute OCIC Civil Sidewalks Committee Board packets prior to the meetings.
- Work closely with the Executive Director and Committee Chairs in the preparation of agendas and packets for the meetings.
- Assist Executive Director in reviewing and correct all OCIC Civil Sidewalks minutes for accuracy.
- Keep a roster of attendance for all OCIC Civil Sidewalks Committee Board members.
- Prepare any and all Civil Sidewalks Committee reports to be included in the annual report to the OCIC Board and the City.

Due Date:

The Oakland Chinatown Improvement Council reserves the right to accept, negotiate, reject or propose amendments to any and all applicants.

The selection process will be determined based upon experience. For any questions regarding this RFP, please email to Jennifer.Li@ChinatownOakland.org with the subject line "Program Coordinator Position" Please email your cover letter, resume, and a list of three professional references to the Executive Director, at Jennifer.Li@ChinatownOakland.org.

The Oakland Chinatown Improvement Council is an Affirmative Action, Equal Opportunity employer and does not discriminate against employees or applicants because of race, religion, creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex gender, gender identity, gender expression, age, or sexual orientation, or any other characteristics protected by State and Federal law.