



JOB ANNOUNCEMENT

Development & Events Assistant - Part Time ***Through December 2022***

Walk SF seeks a Development & Events Assistant to support our work to win safe streets for all.

And there's a lot going on right now: we have to defend car-free JFK on the ballot in November, the #SlowOurStreets campaign is heating up, and we are hosting our annual Peak2Peak walk in October in-person for the first time since the pandemic. Plus we just moved into a new office in the Mission.

We need an extra set of hands during this busy time, especially with development and events. This part-time contract position is 20 hours/week from August through December.

Tasks Include:

- Print and send thank you and renewal mailings every other week.
- Send renewal email reminders each month.
- Oversee printing and mailing for the fall appeal.
- Do research and data compilation related to memberships and donations. Coordinate key pieces of the Peak2Peak walk on October 8, such as promotions.
- Coordinate in-office volunteer events as needed.
- Help with small projects around the office to get us settled in.
- Provide fast, helpful customer service to our members. Serve as a contact for questions from members and Peak2Peak ticket buyers.
- Attend staff meetings and key fundraising/events meetings
- Schedule and support meetings as needed.
- Assist the executive director with special projects.
- Support the Communications Director with website updates, social media, and graphics as time allows.

This is a temporary contract position with an hourly rate of \$30. While this position does not offer healthcare, it does provide a \$400 wellness stipend for health-related expenses, plus other perks like free Monday lunches and a \$25/month reimbursement for home internet.

If you're someone who cares about safe streets, likes to pitch in, and is detail-oriented, we hope you'll apply! This is a great chance to get to know and support Walk SF's work while making a difference in your city. You'll gain experience with fundraising, communications, and events.

And if you enjoy the work and are doing good work, there's a possibility of contract extension and an expanded role in the team.

We're Looking For...

- A detail-oriented, organized, efficient, and reliable person with some administrative experience.
- Basic knowledge and comfort with Google Suite, spreadsheets, and using online tools.
- It's a plus if you're: savvy with social media, have used an email marketing service like MailChimp, and are comfortable with databases/CRMs.

More About Us & How to Apply

Our staff is focused on making positive change in the world, celebrates diversity, and is committed to being intentionally inclusive in all our relationships. Walk SF has an active Equity Task Force made up of staff and board members; our work to contribute to ending systemic racism is ongoing. We recognize that transportation policy plays a key role in creating a more equitable city and world.

Walk San Francisco provides a workplace that is free from discrimination and harassment on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, disability, medical condition, veteran status, or any other classification protected by applicable law in employment or service policies and practices.

Walk SF's office is located close to public transit and is ADA accessible. Walk SF has adopted a hybrid working model – Mondays are a required in-office day for all staff. This position will need to be in the office on some additional days for tasks like mailing projects, volunteer management, but some work can happen remotely and with flexibility around scheduling.

Walk SF works in the interest of all pedestrians in San Francisco, but prioritizes our work in order to address the needs of people who are disproportionately affected by pedestrian safety issues. This includes children, communities of color, people with disabilities, and seniors.

We will review applications as they come in as we want to fill this position quickly, so please submit yours ASAP! This position was posted on July 14, 2022.

To apply, please send an email to careers@walksf.org with the subject line "Assistant Application." Attach your resume and a short cover letter describing your relevant experience. Please submit one PDF with your resume and cover letter with a file name that includes your last name and "Assistant").