



# CAST

Community Arts  
Stabilization Trust

JOB TITLE: Community Engagement Manager  
LOCATION: Oakland/San Francisco  
FLSA STATUS: Exempt

This is a Part-Time position without benefits.

## MISSION & BACKGROUND

CAST is a community-centered real estate organization that secures and stewards affordable, inclusive spaces. We work with partners to build a new real estate paradigm in the Bay Area - one that recognizes the essential role of arts and values the cultural soul of our communities. Over the past 10 years, CAST has worked with cultural, community, and economic development organizations to build capacity and community wealth, raising \$50 million to launch the organization and acquiring and opening six cultural centers across San Francisco, Oakland, and San Jose. CAST has also been instrumental in the entitlement and predevelopment of 119 affordable residences and the Liberation Park Market Hall and Cultural Hub in partnership with Black Cultural Zone. CAST has several new projects in development totaling more than 120,000 square feet of new cultural spaces across the region and continues to innovate cultural placekeeping, which has helped to inspire CAST-like ventures in London, Austin, Denver, Seattle, and Sydney. For more information, visit [cast-sf.org](http://cast-sf.org).

Now celebrating its 10th anniversary, CAST is searching for a community engagement manager who has deep roots in and is familiar with the arts and culture ecosystem and community of Oakland. The \$3.6 million organization is governed by a board of directors, led by a 12-member staff, and stewards \$60 million in assets. This is a 20-hour-per-week, part-time position that will potentially expand into a full-time position, provided funding.

## CORE ROLES AND RESPONSIBILITIES

Reports to the Director of Community Engagement and works closely with the Community Engagement Manager for San Francisco.

The Community Engagement Manager responsibilities include, but are not limited to the following:

- Lead and implement the Oakland Re-engagement Series, including outreach, listening sessions, one-on-one conversations, reporting back to the arts and culture community, data consolidation, summary, and analysis.
- Facilitate and coordinate the development and implementation of the next iteration of community engagement programming in Oakland.



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## Other duties & responsibilities:

- Strategize and support cross-bay activations and engagement with the community engagement team.
- Support the Director of Community Engagement with administration, strategy, and execution of strategic Oakland partnerships and initiatives.
- Attend and represent the community engagement team in current CAST real estate project meetings, real estate working groups, Dreaming Spaces implementation projects, and other arts real estate conversations and advocacy efforts.
- Engage CAST constituencies, on-the-ground, throughout the city of Oakland, including events, meetings, convenings, site visits, one-to-ones, etc.
- Support the community engagement team with executing community engagement's goals and priorities, including strategy, internally and externally.
- Support the community engagement team with systems development, relationship tracking, and storytelling for the community engagement and communications teams.

## QUALIFICATIONS

- Must have the ability to hold both strategy and execution in this position.
- Comfortability in a fluid, constantly innovating working culture.
- Comfortability in a highly collaborative office, working across departments and traditional hierarchies.
- Willing to step up and take the lead with humility, and work both independently and collaboratively.
- Strong writing and verbal communication skills.
- Rooted in the Oakland arts and culture ecosystem and well networked throughout the landscape.
- Background in people-centered, collaborative, and relationship-building practices, such as human-centered design, restorative and trauma-informed practices, collective impact models, equity-centered design, community organizing, public engagement, is a plus.
- Candidates must have an appreciation and understanding of CAST's mission, as well as the role of arts and culture in community and urban development in communities and neighborhoods that have been historically underserved and under-resourced.
- Connections in, and awareness of, the arts and culture community in the Bay Area, are not required but are advantageous.



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## COMPENSATION

\$30-40/hour; 20 hours per week

## HOW TO APPLY

Interested and qualified candidates may apply by submitting the following documents in a Portable Document Format/PDF:

- Cover Letter (application will not be considered without a cover letter)
- Curricula Vitae / Detailed Resume
- Send to [jobs@cast-sf.org](mailto:jobs@cast-sf.org) and include in the subject line: Community Engagement Application.

The Community Arts Stabilization Trust CAST is an Equal Opportunity Employer and as such, complies with Federal, State, and/or Local employment laws. California protects individuals from illegal discrimination by employers based on the following Source: State of California, Civil Rights Department): Race; color; Ancestry; national origin; Religion, creed; Age 40 and over; Disability, mental and physical; sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions); Sexual orientation; Gender identity, gender expression; Medical condition; Genetic information; Marital status; Military or veteran status

CAST encourages qualified candidates of diverse backgrounds to apply.