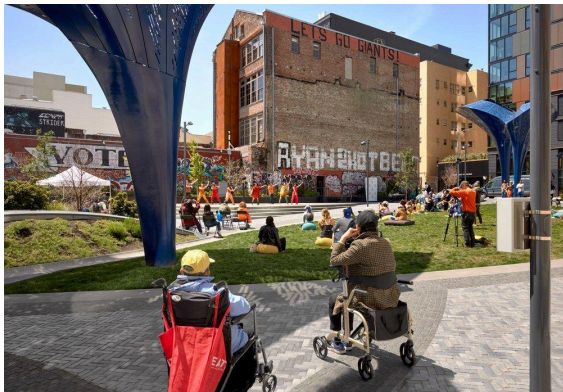


JOB TITLE: Real Estate Project Coordinator
LOCATION: San Francisco Bay Area, CA (Hybrid)

"We believe that when artists and cultural workers have stable homes, shielded from a volatile real estate market, they are free to be the trailblazers and culture bearers that help make the San Francisco Bay Area a global hub of innovation and creativity."

THE ORGANIZATION

Community Arts Stabilization Trust (CAST) is a community-centered real estate organization committed to ensuring artists and cultural workers can stay anchored where they create. Founded in 2013, CAST emerged at a time when artists were leaving the Bay Area because they couldn't afford to stay. It started with a simple idea: what if all artists and nonprofits could buy their buildings?



We believe the arts drive strong, vibrant, diverse communities. Together with our partners, CAST secures and stewards space for Bay Area arts organizations. We have raised more than \$50 million as the arts and culture sector's essential real estate development and management partner. Our

work is creating a new real estate paradigm in the Bay Area—one that recognizes the essential role of the arts in communities. We now operate six cultural centers across San Francisco, Oakland, and San Jose, and our reach expands to ventures who have replicated our model in Seattle, London, and Sydney. For more information, please visit cast-sf.org.

THE OPPORTUNITY AND TEAM

CAST seeks entrepreneurial teammates who share our passion for innovation. We value systems thinking, brainstorming, creative problem solving, and an independent work ethic. The staff at CAST are drawn to the variety, creativity, and vibrancy of our work and the contributions they can make individually and collectively to the greater cultural landscape.

We're looking for a highly organized, detail-oriented, and curious **Project Coordinator** (PC) to join our dynamic Real Estate team and play a vital role in bringing our vision to life. As Project Coordinator, you will be the central hub of communication and organization for our Real Estate team. You will provide essential administrative and project support to the



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Director of Design and Construction and the Real Estate department, ensuring smooth project execution from inception to completion. This role demands exceptional organizational skills, a proactive approach, and the ability to manage multiple projects simultaneously.

The applicant must have relevant work and/or education experience in Real Estate, Architecture, or Construction industries. The applicant must also be local to the San Francisco Bay Area and be available for on site work as needed.

KEY RESPONSIBILITIES

- **Project Coordination:** Support project teams by tracking progress, managing timelines, coordinating meetings, and ensuring deliverables are met on schedule and within budget.
 - Develop and maintain project performance databases.
 - Report project risks and outcomes, escalate issues according to project work plans
- **Document Management:** Maintain meticulous electronic and physical files for all project-related documents, including contracts, budgets, invoices, design drawings, and schedules.
- **Financial Tracking:** Assist in reviewing project budgets, contracts, invoices, and other financial documents, identifying discrepancies, and ensuring accuracy.
- **Communication & Collaboration:** Facilitate clear and effective communication between internal teams, external vendors, and stakeholders.
 - Collect and analyze feedback from partners and other project users to gauge satisfaction and success.
- **Task Management:** Track and manage tasks, ensuring deadlines are met and projects stay on track.
 - Oversee the delivery of projects and make adjustments as necessary to ensure they are delivered to specifications and high standards.
- **Administrative Support:** Provide general administrative support, including scheduling meetings, taking meeting notes, preparing presentations, and managing correspondence.
 - Help build the skill sets of team members, expand tech/ tool usage, and share learnings with other employees.
 - Deepen partnerships with outside resources, including third-party vendors and researchers



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- **Special Projects:** Assist with various ad-hoc projects as needed, contributing to the overall success of the Real Estate department.

IDEAL CANDIDATE

Our ideal candidate brings...

- Collaborative problem-solving with an innate openness to diving in on tasks they may have never done before. Is not afraid to speak up to ask 'dumb questions', or offer solutions.
- Either a Bachelor's degree (preferably in Architecture, City Planning, Urban Studies, Business Administration, Construction Management, or a related field) -or- equivalent work experience in the above fields / a related nonprofit sector.
- 1+ years of experience in project coordination preferred, ideally in real estate development, architecture, construction, or a related industry.
- Exposure to and understanding of project management best practices including building, monitoring and consistently updating a project work plan, managing scope and quality assurance, maintaining effective communication with team and all stakeholders, managing risk, and monitoring and controlling project costs.
- Proficiency in Google Suite and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and project management software (Notion).
- Exceptional organizational skills and attention to detail.
- Strong communication (written and verbal) and interpersonal skills, resolves conflicts and effectively negotiates issue resolution, establishes and maintains interpersonal relationships, and displays strong facilitation skills
- Ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines.
- Proactive and problem-solving mindset.
- Comfortable with some degree of ambiguity.
- A sense of humor and a highly collaborative work style that transcends traditional hierarchies is valued.
- A commitment to continuous learning and openness to giving and receiving continuous feedback.
- Ability to maintain confidentiality and a high level of discretion.
- Experience reviewing financial documents is a plus.
- Knowledge of construction and/or the real estate development process is a plus.
- Professional certifications such as PMP (Project Management Professional) are a plus.



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EXAMPLES OF TYPICAL JOB FUNCTIONS (illustrative only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and make reasonable accommodations so that qualified employees can perform the job's essential functions.

- Assist with a 20,000 SF new construction Market Hall and Cultural Center in East Oakland, with restaurants, performance spaces, retail, a bar, and an outdoor skating rink.
- Assist with a 50,000 SF adaptive reuse of a historic building into an independent media hub in Mid-Market SF.
- Assist with a culturally-sensitive renovation of office for youth enrichment, mental health support, and community programming.
- Prepare and disseminate Requests for Proposals/Qualifications; respond to questions and inquiries from consultants and contractors; evaluate proposals and make recommendations to the Real Estate Team.
- Research needs for arts and cultural groups in the Bay Area, compare with other markets, and support the development of CAST Design & Development Guidelines.
- Build trust and coalitions amongst community partners.

ENCOURAGING CANDIDATES FROM ALL BACKGROUNDS

CAST encourages qualified candidates of diverse backgrounds to apply. CAST is an Equal Opportunity Employer and as such, complies with Federal, state, and/or local laws that prohibit discrimination in employment, based on race, religion, color, age, sex, national origin, citizen or intending citizen status, disability and veteran status. Information provided during the application or employment process will not be used to discriminate against any individual in any manner. Candidates of diverse backgrounds are encouraged to apply.

SALARY AND BENEFITS

We offer a generous benefits package including health, dental and vision insurance, retirement (403b) with discretionary employer match, pre-tax FSA accounts, and more. Salary for this role is budgeted at \$60,000-\$75,000, based on relevant experience. This hybrid role will be based in San Francisco, with the opportunity to flexibly craft a working schedule weekly based upon event support/needs.

TO APPLY

Please submit a resume and cover letter describing why you would be interested in working at CAST with the subject line: **Real Estate Project Coordinator Application** to jobs@cast-sf.org.