

# Job Announcement

## *518/522 Building Manager*

### **About 518/522 Valencia**

Founded in 2011, the Eric Quezada Center for Culture and Politics at 518 Valencia St. is a fully accessible center for popular culture and education. The space is available at low cost to organizations, community members and social movements from throughout the Bay Area. The space developed out of the need for more spaces committed to supporting local cultural expression and progressive voices.

522 Valencia has been a left political space for more than five decades devoted to housing San Francisco based social movement, progressive and left organizations at below market rate rents. The building currently houses Freedom Archives, the Arab Resource and Organizing Center, Mission Graduates, the Catalyst Project, the Center for Political Education, Committees of Correspondence for Democracy and Socialism and Shaping San Francisco.

522 Valencia and the aim of the Kendra Alexander Foundation is to provide opportunities for new and veteran activists and cultural workers for social change to educate, develop and train themselves and thereby to enable them to better organize and educate others to support equal rights; an end to racism, sexism, homophobia and discrimination based on age; national and international economic, social and environmental justice; and a peaceful world free of imperialism.

### **About the position**

The Building Manager will represent the aims of the Kendra Alexander Foundation in the San Francisco community and will be involved in all levels of operation and maintenance of both 522 and 518 Valencia Street. The position is between 20-25 hours a week with an hourly wage of \$30/hour, in addition to health benefits, vacation and sick leave.

### **Responsibilities include:**

Hire and supervise Eric Quezada Center event staff

- Maintain ongoing training and conduct periodic performance reviews
- Schedule staff and follow up– including reporting on events, maintain work records
- Approving payroll reports from staff to Treasurer

Schedule venue use – make and manage bookings

- Maintain Calendar of events schedule
- Ensure systematic records – including Rental Agreements, deposits, rental payments

Venue and Building Maintenance

- Schedule and ensure building maintenance – carpet cleaning, bathroom sanitation other maintenance
- Keep current with fire safety issues including annual fire extinguisher inspection, monthly checks
- Regular inspection for cleaning, long-term maintenance of infrastructure – plumbing, electrical
- Ensure regular exterior maintenance including signage and sidewalks
- Handle weekly garbage pickup (Thursday evening cans in front & retrieval Friday mornings)
- Maintain paper and cleaning supply inventory
- Maintain clean sidewalks, remove graffiti when present – deal with city inspectors
- Regularly inspect heaters
- Maintain up-to-date vendor relations for emergency repair services and with long-term maintenance

## Manage Tenant Relationships

Lease renewals

Tracking rental payments by 522/518 Valencia tenants

## Security

Maintain current list of those with keys and access

Regularly inspect locks, internal video-based access system

Maintain information and compliance with building security protocols with tenants

## Maintain finances

Petty cash

Make periodic bank deposits of tenant/event rental income

## Communicate with community regarding use of the venue

Requires phone accessibility as well as email

Outreach to encourage strategic use of EQC under the guidelines of the Mission Statement

## **Qualifications:**

- Commitment to social, economic and environmental justice preferably with community organizing experience
- Ability to work effectively with people of diverse backgrounds and as a part of a collective process as a part of the community at 518/522 Valencia
- Knowledge and/or connections to local community organizing and left/progressive politics
- Good team player and problem-solver
- Takes responsibility and initiative in work
- Can work effectively independently
- Strong organizational and communication skills

518/522 Valencia is owned and managed by The Kendra Alexander Foundation (KAF). KAF supports the efforts of activists to educate themselves in order to make a socialist perspective a more integral part of the complex of struggles for social justice. This position reports to the KAF board or a committee of the board of directors.

***To Apply:*** Submit resume, and cover letter (combined in one PDF), and three references to [treasurer@kafoundation.org](mailto:treasurer@kafoundation.org). Open until filled.

*Kendra Alexander Foundation is an equal opportunity employer. People of color, women, immigrants, youths, and LGBT people are encouraged to apply!*