

Nonprofit Operations Summer Associate

Position Opening

Public Architecture, a 501(c)(3) nonprofit organization, is seeking candidate for up to three (3) summer associates to support our fulltime professional staff.

Public Architecture is the leading national advocate for pro bono and public interest design. Our organization, design campaigns, and pro bono service program have been the subject of extensive press and a National Geographic Channel documentary as well as featured in a number of exhibitions, including the Cooper-Hewitt National Design Museum's recent "Design for the Other 90%" exhibition. Our flagship program, "The 1%," is a first-of-its-kind effort challenging architecture and design firms nationwide to pledge a minimum of 1% of their time to pro bono service. To date, over 270 firms have signed on, contributing an estimated \$10 million in services annually.

The Nonprofit Operations Summer Associate will report to the Managing Director.

Core Responsibilities

Provide support to the Managing Director on core issues related to the overall operations of Public Architecture, its growth, and organizational effectiveness. Issues and experience will include:

- Fundraising & Development
- Communications & Outreach
- Research & Policy
- Office Management Systems

Working with the Managing Director, candidates would identify useful projects in the above issue areas, and 65% of the time would focus on a single project. Remaining time would be devoted to a variety of smaller tasks.

Required Experience & Skills

- Current candidate in a graduate-level business, nonprofit, or related program;
- Outstanding organizational, administrative, and analytical skills, with excellent attention to detail;
- A strong interest in, and commitment to, Public Architecture's mission and activities;
- Solid writing and editing skills;
- Computer literacy in a PC/Windows environment, including MS Word, Excel, and PowerPoint; and
- Adobe Creative Suite as well as Quickbooks or Salesforce experience a plus.

Duration

8-10 weeks during summer months

Location

Public Architecture's office is located in San Francisco's South of Market area.

Compensation

Public Architecture requires that summer associates have funding from their academic institution or similar entity. Many schools offer community or public service grants that allow students to work in a community-oriented or nonprofit environment. Previous summer associates with Public Architecture have received support from the Harvard Graduate School of Design Community Service Fellowship, Smith College Praxis Program, Vanderbilt University Ingram Fellowship Program, UC Berkeley Judith Stronach Fellowship, and University of Virginia Externship Program. Information on such grants is generally available through departmental, financial, or career service offices. If needed, Public Architecture can provide a letter of support to aid in the grant application process.

Application Process

All application materials must be received no later than 5pm on Friday, March 14, 2008. Required materials include a cover letter, resume, and writing sample. Additional work samples or materials are welcome, but not required. Materials should be addressed to Milton Marks, Acting Executive Director, Public Architecture, 1211 Folsom Street, 4th Floor, San Francisco, CA 94103. All materials should be submitted by email to milton@publicarchitecture.org with "Nonprofit Operations Summer Associate application" as the subject of your email. A single PDF is preferred. Please limit file size to less than 5MB. All applications will be acknowledged by email. A short-list of candidates will be interviewed by phone, unless local. Final determination will be made no later than April 15, 2008.

3 Reasons Why You Should Consider this Position*Great team.*

You will be joining unique organization comprised of top design industry leaders who have chosen to use their skills and passions to serve traditionally overlooked or underserved populations—and are inspiring throngs of others to do the same.

Great environment.

Public Architecture shares a breathtaking warehouse space overlooking the San Francisco skyline with the architecture firm that founded the organization, a graphic design firm, and two marketing and PR consultants.

Great location.

Public Architecture is located in the heart of San Francisco's South of Market area, one block off I-80 and just three blocks from the Civic Center BART/MUNI station.