



### Zami Haus Intern

NASCO Properties (NP) is accepting applications for a 9 month position based in Santa Cruz, California. The position is expected to last from June 15 2015 through the end of February of 2016, with the possibility of a 3 month extension through May 2016.

This position comes with a \$1000 monthly stipend, as well as paid room and board in the Zami housing cooperative. Zami is a property that is owned by NASCO Properties and jointly managed by NP and the Santa Cruz Student Housing Cooperative (SCSHC). Candidates with experience in cooperative finances and administration, membership recruitment, and meeting process strongly preferred.

The ideal candidate will demonstrate experience in creating and implementing new policies in a cooperative organization, or in establishing a new cooperative. Furthermore, this candidate will have a strong interest the financial sustainability of the Santa Cruz Student Housing Cooperative, and experience in training the board, officers, or members of a housing cooperative.

NASCO Properties does not discriminate on the basis of sexual orientation, race, creed, color, spirituality, gender identification, sex, national origin, disability, veteran status, or familial status. **Women, transfolk, and people of color are strongly encouraged to apply.**

Cover letters and resumes accepted via email to [daniel@nasco.coop](mailto:daniel@nasco.coop).

## **Expected Hiring Timeline**

5/8 (Fr) - Position posted

5/11 (Mo) - 5/15 (Fr) - Targeted recruitment, communication with NP board and Zami members

5/18 (Mo) - Deadline for applying.

5/18 (Mo) - 5/20 (We) - Candidates selected for interviews are notified and asked to pick interview times.

5/21 (Th) - 5/26 (Tu) - Candidates are interviewed. Audio of interviews will be recorded, and written notes will be taken to share with the NP board.

5/27 (We) - Daniel will announce a hiring decision to the NP board, and give time for board feedback based on recordings and notes.

5/29 (Fr) - Hiring decision announced.

6/15 (Mo) - Position starts

## **Job Description - Santa Cruz Student Housing Coop Intern**

### Position Summary

NASCO Properties intends to hire an experienced cooperative member to assist in making long term changes for our partner organization, the Santa Cruz Student Housing Cooperative.

NASCO Properties operates as a “co-op of co-ops”, offering assistance and resources to help each of the eight cooperatives that make up NASCO Properties, as well as a majority of seats on the NASCO Properties board.

NASCO Properties exists in order to offer stability for each participating co-op. This happens through the exchange of information between co-ops, and through financial support during difficult times. This position is intended to offer direct technical assistance to the Santa Cruz Student Housing Cooperative. The responsibilities for this position include:

### Finances

Maintain the following financial reports with the assistance of the Finance Coordinator, to be made available to the members of SCSHC and the NP board:

- Member balance reports, including the status of any payment plans (monthly)
- Cashflow (income and expense) reports (monthly)
- List of all checks issued from SCSHC account (monthly)

This position will also have authority to enforce SCSHC and NP financial policies:

- Authorization to issue and enforce payment plans according to a set policy
- Signer authority for Zami bank accounts
- Authorization to sign leases on behalf of Zami for accepted member applications

### Policies

To bring about lasting changes in the sustainability of the Santa Cruz Student Housing Coop, this position will work with NASCO Properties and the Santa Cruz Student Housing Coop to document, create, and share policies for SCSHC.

- Documenting current policies in one place, beginning with all membership policies
- Attend all weekly Zami house meetings
- Document any new policies made in house decisions
- Maintain a publicly accessible record of Zami policies
- A final report that will leave recommendations for the future members

## Communication

To help SCSHC get the resources needed to become sustainable and successful, this position will communicate with SCSHC members and coordinators, and with NASCO Properties. Responsibilities include:

- Regular reporting to the NP Board on specific metrics made to track progress. In addition to the reporting on finances, reports will include:
  - Occupancy reports, including information on the waitlist, the expected dates for openings and progress on recruitment ahead of openings.
  - Monthly rent rolls, updated to show any move-ins, move-outs, or room changes, as well as verifiable leases for members listed on the rent roll.
  - Monthly records of decisions reached in SCSHC meetings and changes in SCSHC policies
- Regular communication from NP to Zami evaluating their progress and continuing to reestablish expectations and goals
- Monthly attendance of NASCO Properties board teleconferences, as well as periodically attending NASCO Properties board meetings remotely, with travel costs to be covered by NASCO Properties.
- Improve the online presence and community engagement for Zami
  - E.g., website, Instagram, Facebook, Twitter
  - Posting ads to Craigslist and other sites for openings
  - Updating and correcting entries about Zami/SCSHC in local wikis/websites

## Community

To prepare SCSHC members to operate the cooperative without a local paid position, this position will focus on Zami decision-making empowerment, including bringing relevant and accurate information to members to help make excellent decisions for the co-op.

This position will work with local members to organize regular social and educational events open to the general public. These trainings will be on topics of value to the co-op. Examples include (but are not limited to) consensus process, meeting facilitation, fair housing, and conflict resolution. Any social events will comply with relevant local laws, including noise ordinances.

To make the public in Santa Cruz aware of the cooperative as an option for housing and social engagement, this position will work with the SCSHC Membership Coordinator to maintain online advertising for openings, as well as maintaining a social media presence sharing information about upcoming events or life at the coop.

## Regular governance and reporting requirements

- Weekly -
  - Attend all Zami house meetings
- Monthly -
  - Report to NP board and SCSHC members in writing
    - Member balance report
    - Status of any payment plans
    - Work with Membership Coordinator to publish a calendar of upcoming vacancies
    - Any questions from Zami members, NP board members, or coop applicants
    - Any interactions with City
  - Record any changes in policy made by Zami members
  - Attend NP monthly teleconferences