

Consulting Opportunity: Real Estate Committee Project Management
Available Immediately
Duration: 90 to 120 days

The East Bay Meditation Center (EBMC) seeks a consultant to provide short-term, specialized project management support to the Real Estate Committee guiding the identification, purchase, and build out of a new facility for the Center in downtown Oakland. We expect the project to require between five to ten hours a week of consultation.

The consultant will bring extensive knowledge and experience in facility development and partnership management to their work with the Real Estate Committee. Consultant tasks and deliverables will include:

- **Communication**

- Tasks**

- Ensuring continuous and effective communication between all project stakeholders, including convening meetings of the Space Force (Building Search Committee)
 - Tracking and documenting the project and presenting updates on progress
 - Working with leadership on presentations and communication to general membership.
 - Working with EBMC staff and leaders to maintain facility project budgets

- Deliverables**

- Project plan
 - Communications reports & presentations to keep all committees informed and on track

- **Site Selection, Project Team, and Structuring of Project**

- Tasks**

- Supporting the selection of a site, including facilitating engagement of the broader sangha, helping engage design and construction professionals to assist us with this feasibility study.
 - Helping guide the work of an architect
 - Helping produce a conceptual scope, budget, and schedule for construction.

- Deliverables**

- Finalized list of space requirements

- Conceptual scope, budget, and schedule for construction

Required Qualifications

- Direct experience with similar projects, project planning, and team facilitation experience
- Experience working with inclusive and diverse communities and social justice efforts
- Proven communication, writing and analytical skills
- Ability to work evenings and weekends (many of our meetings are during these times)
- Willingness to help envision an innovative community facility
- Deep commitment to community development and sustainability

Preferred Qualifications

- Architecture/design skills and/or experience with construction management, including experience with indoor/outdoor universal design and radically inclusive spaces

Consultant Rate

- We will consider proposals with an hourly rate ranging between \$75 to \$100/hour.

To Apply

Please email a cover letter and statement of qualifications/resume to marian@eastbaymeditation.org. Your cover letter should outline your interest in the work, the approach you would take to the project, the direct experience and skills you would bring to the effort, and your hourly rate.

Applications due ~~June 2, 2021~~. Extended to June 3rd.