



## **Part- Time/Full-Time Position at Paul J. Ciener-Facility Rental Coordinator**

### **Who are we:**

Paul J. Ciener Botanical Garden is a source of community pride, tourism benefit, environmental education and horticultural splendor for the pleasure and enjoyment of citizens and visitors. It is intended to express the highest ideals of community values, civic space, learning, respect for nature and the rewards of nurturing plants and the environment. The aim of the garden is to achieve several specific purposes: education, passive recreation, and the cultivation, display, preservation, and conservation of garden plants. It is to be a living classroom, civic gathering space, and a place of beauty.

### **Job Description:**

Our Facility Rental Coordinator is an integral part of Paul J. Ciener Botanical Garden, a Non-Profit Organization. This is a Part Time/Full Time position including weekends, evenings as well as office hours. They ensure that the organization's activities align with the goals while providing a special experience for weddings, birthdays, anniversaries, dinner parties and more. Must pass a background check, have reliable transportation and be over 21 years of age.

### **Responsibilities:**

- Meet with prospective clients and coordinate facility tours.
- Demonstrate and understand effective selling skills using facility guidelines, protocols, and procedures.
- Handle all aspects of the Renters and their Rental Files such as invoices, payments, portrait & rehearsal scheduling from beginning to end.
- Coordinate with all vendors such as caterer's, bartenders, and planners and gather all necessary and current documentations, certificates, and licenses
- Ensures the safety and interest of the garden
- Following up such as thank you letters, damage deposits, etc.
- Complete opening and closing procedures

### **Requirements:**

- Works well with staff, students, volunteers, visitors, and guests
- Provide highest level of professional customer service
- Ability to problem solve; make appropriate corrective action decisions
- Ability to handle any situation pleasantly, confidently, and successfully
- Organized with attention to detail and proficient in time management
- Proficient with Microsoft Office products (Word, Excel, etc.)
- Proficient with audio/visual systems