

Job Announcement

Position: Heron Hall Coordinator

Location: Laguna de Santa Rosa Foundation, Santa Rosa, Ca

Classification: Non-exempt, Part-Time.

Hours: 20 hours per week, year-round. Hours are variable and include evenings and weekends. Hours could increase if rental revenue increases and schedules allow.

Wage Rate: \$18-\$20, BOE

Benefit Package: This position includes paid sick, holiday and vacation days, participation in a 403(b) retirement plan, and employer-sponsored health care including dental and vision.

Working under the supervision of the Executive Director and coordinating closely with other staff, the Heron Hall Coordinator performs a wide range of scheduling, coordination, staffing and administrative activities for rentals, art exhibits, events, and facility maintenance pertaining to the use of our on-site facility: Great Blue Heron Hall.

Key Accountabilities:

Rentals and Coordination (40%)

1. **Coordinate all aspects of the Heron Hall rental program.** This includes shaping and implementing the marketing strategy, responding to field inquiries, scheduling walkthroughs, taking reservations and staffing rental events.
2. **Manage additional part-time staff** associated with Heron Hall rentals as needed.
3. **Manage financial aspects** of the Heron Hall rentals program, including developing a budget, handling contracts, payments, etc. This includes working with Executive Director to create a realistic budget each year, and ways to increase revenue - this position will be responsible for generating a certain amount of rental revenue each year.
4. Working closely with LF staff and Board, **coordinate other non-rental uses** of the Hall, making sure that the Google Calendar for Heron Hall is kept up-to-date and accurate, and looking ahead to avoid conflicting uses. This is a multi-use space with many education programs, staff/board meetings, fundraising events, etc.

Heron Hall Maintenance (30%)

5. Inspect the facility for **maintenance and cleaning needs**, arranging maintenance contractors and volunteers, scheduling janitorial services, and overseeing general facility maintenance.
6. Inspect the facility for **supply needs**, keeping supplies organized, and coordinating with Administrative Manager for ordering supplies.
7. Inspect the facility's **equipment** (e.g., AV, tables and chairs, kitchen appliances, etc.) and coordinate repair and replacement when necessary.

Heron Hall Gift Shop (15%)

8. Coordinate with staff and volunteers to ensure that the **Gift Shop** is organized, clean and stocked.

Misc. Heron Hall Administrative and Program Support (15%)

9. Support the Foundation's Heron Hall use and events as needed. This may include helping with Art Exhibits, assisting with Board meetings and events, and assisting with various Heron Hall fundraising events.

Required Experience & Qualifications:

- Strong written and verbal communication skills.
- 2 years minimum administrative experience.
- Flexibility, sound decision-making and problem-solving skills, ability to “think on one’s feet.”
- Exceptional ability to manage time, handle multiple tasks and priorities while remaining cool under pressure.
- Ability to perform facility set-ups, break-downs and clean-up.
- Ability to lift and carry 30 pounds.
- Ability to climb stairs, sit at a desk, use a phone and a computer.
- Available to work evenings and weekends on an as needed basis.
- Familiarity with Microsoft Office software (Word, Excel, Publisher, Outlook and PowerPoint).
- Can work independently, is self-motivated, yet works well with a team.
- Basic knowledge of and accountability with handling money.
- Must have personal transportation and a clean DMV record.

Preferred Experience & Qualifications:

- Friendly, outgoing, and professional.
- Experience using Adobe CC, specifically InDesign & Photoshop skills desired.
- Previous facilities management a plus.
- Enthusiastic about the Laguna de Santa Rosa and the Laguna Foundation.

About the Laguna Foundation:

Founded in 1989, the Laguna Foundation is a place-based organization focused on the Laguna de Santa Rosa, a Wetland of International Importance. We are a 501(c)3 non-profit with the mission to restore and conserve the Laguna de Santa Rosa, and to inspire public appreciation of this Wetland of International Importance.

The Laguna Foundation is a non-profit, non-discriminatory service organization and employer. The Laguna Foundation does not discriminate in the administration of its personnel policies. No aspect of employment within the Laguna Foundation will be influenced by ethnic group identification, color, religion, sex or gender identification, age, national origin, ancestry, veteran status, disability, sexual preference, lifestyle, HIV status, marital status, medical condition, political affiliation, pregnancy, childbirth or any other basis prohibited by statute. Any future employment with the Laguna Foundation will be on an at-will basis.

How to Apply:

Interested applicant should submit an email to jobs@lagunafoundation.org, with a subject heading “Heron Hall Coordinator” and attach your resume and cover letter as a PDF or Word document. Applicants without the required documents will not be contacted.

Please do not submit a photo.

Applications will be accepted until position is filled. Please, no phone calls. Applicants will be contacted within three weeks of submission and will be notified if they have been selected for an in-person interview.