# Rental Coordinator Job Description

## Position Information

<table>
<thead>
<tr>
<th>Job Title: Rental Coordinator</th>
<th>Reports to: Operations Manager</th>
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<tr>
<td>Status: Part-Time, on call/ Non-Exempt</td>
<td>Location: Seattle, WA</td>
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<tr>
<td>Salary Range: $18.00 - $20.00 per hour</td>
<td>Position Closes: Open until filled</td>
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## Position Overview

Every student is capable of achieving academic success, yet the public education system was not designed to meet students of color where they dream — instead they marginalize them and underestimate their abilities. TAF partners with school districts, educators, and organizations to challenge the current public education system. We address the entire public education system, from top-to-bottom, providing STEM skills and equitable, anti-racist education environments where all students can succeed and by working with emerging and established education leaders of color to improve representation at every level. We:

- Co-manage two public STEM schools where we provide industry-relevant and equitable curriculum and experiences
- Partner with existing public schools and coach students and staff using our successful STEMbyTAF learning model
- Empower early-career educators and established school leaders of color through educational equity and liberation pedagogy

The Rental Coordinator is a vital member of the Operations Team and supports Bethaday Community Learning Space (BCLS) rentals. The Operations team is responsible for managing the operations of the BCLS facility, Human Resources, and Finances. The Operations team is committed to providing outstanding customer service to staff, tenants, and rental guests. The team demonstrates the values of racial equity, diversity, and inclusion; fosters an inclusive environment that facilitates diversity.

## Primary Responsibilities

### Communication

- Monitor client’s use of rental space(s), furniture, and equipment during events, providing quality and friendly service and handling any needs that arise. This can often involve monitoring multiple spaces and rentals simultaneously.
▪ Review rental contract, make sure appropriate signage is posted, provide information by answering questions and requests of the guest.
▪ Maintains rental supplies inventory by checking inventory to determine; anticipating needed supplies; and pre-check restrooms and cleaning supplies to see if supplies need to be replenished. Do a final walk-through after the rental and make notes to be left for the Operations Team to review the next business day.

BUILDING RELATIONSHIPS AND COLLABORATION

▪ Greet and direct guests at the front desk and maintain a rapport with the renters and rental set-up of furniture.
▪ Act as a liaison between facilities and vendors (caterers, florists, rental companies, etc.) hired by the renter as needed and assist with event logistics as needed, providing vendors access to rental spaces and communicating to them space use policies and/or safety information.

LIFELONG LEARNER

▪ Consistently seeks new experiences and opportunities for learning
▪ Demonstrates deep reflection both verbally and in written form
▪ Understands commitment to racial equity and BIPOC community and can advocate for it in and outside the offices.
▪ Be able to resolve problem situations using good judgment.

QUALIFICATIONS

▪ Must be over the age of 21yr.
▪ Schedule (i.e., hours and days): This person must be flexible and willing to work a schedule that may require early morning, late evening, and weekend hours; changes on a weekly as-needed basis.
▪ Provide excellent customer service skills, punctual, great attention to detail.
▪ Excellent written and oral communication skills with demonstrated ability to speak and write clearly and persuasively; ability to compile data accurately.
▪ Familiarity working in diverse and multi-cultural and bilingual environments
▪ Pass all required criminal and child abuse background checks
▪ Possess a valid Washington State Driver’s license
▪ Must be able to lift and move over 50 pounds, bend, and walk stairs

EDUCATION AND EXPERIENCE

▪ Two years of customer service experience
▪ Experience with working with a diverse population
▪ Moderate to high proficiency and or aptitude in Microsoft Office and Google Docs
▪ Facilities management experience and security experience
• Current CPR/First aid training/certification is a plus
• Experience working with facilities operations and rentals is a plus.

**BENEFITS**

Not eligible for benefits

**HOW TO APPLY**

TAF is a proud equal opportunity employer that complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.

Forward resume and cover letter to the Attention of HR at tafjobs@techaccess.org. Your cover letter should express why you’re interested in this role and address the following questions:

1. What does it mean for you to have a commitment to anti-racism?
2. How have you demonstrated that commitment and how would you see yourself demonstrating it at TAF?

For more information visit our website at www.techaccess.org/careers. No phone calls please.