RENTAL COORDINATOR JOB DESCRIPTION

POSITION INFORMATION

Job Title: Rental Coordinator
Status: Part-Time, on call/ Non-Exempt
Salary Range: $20.00 - $23.00 per hour
Reports to: Operations Manager
Location: Seattle, WA
Position Closes: Open until filled

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 Rental Coordinator works independently to set up and tear down events, provide custodial support, and monitor the rental event. This team member also demonstrates the values of racial equity, diversity, and inclusion; fosters an inclusive environment that facilitates diversity.

PRIMARY RESPONSIBILITIES

RENTALS/ ADMINISTRATIVE SUPPORT

- Greet and direct guests at the front desk.
- Maintain a rapport with the rental guests.
- Coordinate and manage rental space set-ups and clean-ups.
Monitor client’s use of rental space(s), furniture, and equipment during events, while providing quality and friendly customer service. (This can often involve monitoring multiple spaces and rentals simultaneously)

Act as a liaison between the BCLS and outside vendors (caterers, florists, rental companies, etc.) that are hired by the renter as needed.

Assist with event logistics as needed, providing vendors access to rental spaces and communicating to them the BCLS policies and/or safety information.

Be able to resolve problem situations using good judgment.

Review event details provided by BCLS staff, in order to accurately answer any questions or concerns that arise.

Do a facility walk-through before and after the rental event and make notes to be left for the Operations Team to review next business day.

Understand TAF’s commitment to racial equity and the BIPOC community so one can advocate for it in and outside the office.

EVENT SET UP & TEAR DOWN SUPPORT

Understand daily event activity scheduled for the BCLS.

Regularly monitor public areas and rental spaces to ensure orderliness and cleanliness.

Move and set-up tables, chairs, and other equipment in rental spaces for events.

Sweep and spot mop if needed.

Empty trash and recycle receptacles if needed.

Perform related work as required and instructed.

QUALIFICATIONS

Must be over the age of 21.

On Call Schedule (i.e., hours and days): This person must be flexible and willing to work a schedule that may require early mornings, late evenings, and/or weekend hours.

Provide excellent customer service skills, punctuality, and 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.

Must be able to lift 50 pounds and be able to physically climb stairs and ladder.

Ability to operate basics hardware tools and cleaning machines (i.e., vacuum, power washer).

Pass all required criminal and child abuse background checks.

Possess a valid ID.

EDUCATION AND EXPERIENCE

Two years of customer service experience.

Experience with working with a diverse population.
- Venue rental and security experience recommended.
- Current CPR/First aid training/certification 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 to the Attention of HR at tafjobs@techaccess.org.

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