



Position Announcement

Facility Rental Coordinator

Milwaukee's Urban Ecology Center has captured the attention of leaders in cities across the country. The Center's model of environmental education centered on activating urban public natural areas has led to reduced crime, protected and improved urban natural areas, higher property values and academic achievement for students. Located in vibrant public green spaces, our fast-growing organization serves over 90,000 people of all ages annually. Our innovative team of cutting-edge non-profit professionals works in creative, high-energy open offices in state-of-the-art green facilities. The Urban Ecology Center is a leader in workplace flexibility. The Urban Ecology Center's facilities and programs have been recognized nationally and internationally for their innovative approach to sustainability, neighborhood-based urban environmental education and citizen science.

The full time Facility Rental Coordinator position will be responsible for planning, coordinating, and staffing facility rentals at all three branches of the Urban Ecology Center in Milwaukee. The primary responsibilities of this position include handling administrative responsibilities related to planning events, acting as rental attendant to ensure excellent experiences for renters and their guests, and assisting visitor services staff during open hours. We anticipate the position will work Thursday through Monday, with the following hours: Thursday 12:30 am to 9 pm; Friday 10:30 – 7pm; Saturday 8:30 am -5 pm or 3:30 pm – 12 am if there is a rental; Sunday 11:30 am to 5 pm; Monday 12:30 – 9 pm. Additional time will be flexible. Because this position involves work at multiple branches, reliable transportation is required.

Requirements for the position include high school diploma or GED, bachelor's degree in customer service, non-profit management, or business preferred; minimum of two years' experience in customer service and rental experience, and desire and ability to work with a diverse group of people. Ability to work in a team environment and to work independently; computer skills including Microsoft Office is required; good written and oral communications skills.

Salary: Starting wage for this full time non-exempt position is \$13.50. The Center provides its full time employees with very competitive benefits, including medical, dental and vision insurance, short and long term disability, life insurance, retirement plan, Ecobucks program, paid time off, and professional development.

How to Apply:

Please visit <http://urbanecologycenter.org/get-involved/jobs-internships.html> for an online application. Be prepared to attach in Microsoft Word or PDF: 1) a letter of interest, 2) a resume, and 3) contact information for 3-5 professional references. If you have questions, contact Nancy Spransy at nspransy@urbanecologycenter.org. Applications will be accepted until July 1, 2013.

The Urban Ecology Center serves a socially and culturally diverse audience. We strive to build a team of employees with similar richness in culture and experience.

The Urban Ecology Center is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.