



Common Ground Center Rental Coordinator

Start time: September

Full time (35hrs/week)

Compensation: \$37,000

Benefits: Health and Dental, generous paid time off, flexible scheduling

Application deadline: August 8th

Common Ground Center is looking to complete its core staff with an outgoing and organized Rental Coordinator. Ideal candidates will be excited to meet new people, have experience with customer service and a high level of comfort in a sales environment. Our Rental Coordinator will play a key role in making sure that people get to know Common Ground Center and leave the space wanting to come back as soon as possible. The Rental Coordinator will work with wedding couples as well as business and non-profit leaders looking for a space for their events. This position is responsible for helping CGC earn funds to support the charitable programs it hosts throughout the year. They will also work with team members to market CGC more effectively, communicate with donors and generally support CGC's mission. Perks include full health & dental, a fun and casual work environment with flexible hours and plenty of paid time off.

Please send resume along with cover letter and three references to connor@cgcvt.org by August 8th.

Job Description

- Field inquiries and answer questions from potential rental groups
- Coordinate with team members around rental specific marketing strategies
- Work closely with CGC's housekeeping and grounds teams to ensure site readiness
- Ensure that CGC's rental marketing materials are up to date and relevant
- Schedule and conduct regular tours of the facility for prospective rental groups
- Negotiate and manage all rental contracts
- Manage the transition to CGC's new online database for all rental business
- Manage the rental calendar and database
- Manage check in and check out process for rental groups
- Coordinate with food service team for CGC catered events
- Act as on call and onsite support for rental groups (primarily on weekends)
- Assist with donor stewardship efforts including mailings, data entry and tours
- Other duties as assigned

Qualifications

- Excellent communication and customer service skills (written, phone and in person)
- Experience working in a sales capacity
- Experience with negotiation and or business contracts a plus
- Ability to navigate software and technology.
- Excellent proficiency with the entire MS Office and google suite.
- Detail-oriented and organized.

Requirements

- Valid, current drivers license with personal transportation
- Comfort with same sex families and people from all religious, ethnic and economic backgrounds.
- Available for consistent weekend work required