



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center & Gardens
570 West Avenue Twenty-Six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 221-9934

JOB OPPORTUNITY BULLETIN
Program Coordinator (Special Use Facilitator)
October 26, 2017

This administrative position requires a highly organized individual capable of coordinating multiple tasks simultaneously, working both independently and collaboratively. The Program Coordinator (Special Use Facilitator) position will be based out of King Gillette Ranch and will perform a wide variety of administrative support functions associated with venue services including clerical duties, sales and marketing support as well as special event rentals at King Gillette Ranch, Ramirez Canyon Park and Upper Las Virgenes Open Space.

RESPONSIBILITIES:

- Handles all aspects of coordinating special use of King Gillette Ranch, Ramirez Canyon Park and Upper Las Virgenes Open Space.
- Maintains calendars for those venues in coordination with site and filming managers.
- Coordinates agency and tenant use of the facility.
- Schedules all events including meetings, retreats, fundraisers and weddings.
- Develops marketing strategies to generate more revenue.
- Prepares and monitor billing for all events.
- Collects and processes payments for deposit.
- Performs reconciliation of permits, including refunds.
- Maintains revenue records, permits and other files.
- Hosts safety meetings and maintain safety logs for King Gillette Ranch, Ramirez Canyon Park and Upper Las Virgenes Open Space.
- Provides input on maintenance and improvement projects for King Gillette Ranch, Ramirez Canyon Park and Upper Las Virgenes Open Space.
- Coordinates with operations staff and confirms scheduling of events.
- Provides clerical support for supervisory and administrative staff.
- Provides clerical and marketing support for the filming manager.
- Conducts venue tours as needed.
- Performs other related duties, as assigned.

REQUIRED SKILLS:

- Associate's degree or its equivalent and three years of experience in related field.
- Strong oral and written communication skills.
- Strong follow-through on assignments.
- Knowledge of computer software, including MS outlook, word-processing and spreadsheets.
- Ability to prioritize varying tasks and complete projects.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.
- Ability to respond quickly to changes in policy and priority.
- Ability to participate in events and other activities as required.
- Must be flexible to work a schedule that may include evenings and weekdays.
- Must have a valid California Driver's License with a satisfactory driving record.
- Ability to pass a background check including fingerprinting.
- Must pass a physical examination including a drug test.
- Ability to work at various agency locations.

COMPENSATION: The hourly rate for this title is \$18.70 -22.72 per hour plus paid holidays, vacation and sick leave, health insurance, CalPERS retirement. Optional 457 savings plan and flexible spending account.

REQUIRED HOURS: Primarily Monday - Friday, 8 hours per day, 40 hours per week. Occasional weekends to monitor events and overtime work upon prior approval by supervisor.

HOW TO APPLY: Submit resume via e-mail to zagreb.delatorre@mrca.ca.gov, via fax to 323-843-9838 or contact Zagreb De La Torre at (323) 221-9944 extension 145.

DESCRIPTION OF AGENCY: The Mountains Recreation and Conservation Authority (MRCA) is a public park agency whose mission is to preserve natural lands, wildlife habitat and open space throughout Los Angeles and Ventura Counties. The MRCA, created in 1985, is a joint powers authority of the Santa Monica Mountains Conservancy, a California State agency, and the Conejo and Rancho Simi Recreation and Park Districts.

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