



**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)**  
November 17, 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 Franklin Canyon Park 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 Franklin Canyon Park, Towsley Canyon Park and adjacent areas.

**RESPONSIBILITIES:**

- Handles all aspects of coordinating special use of Franklin Canyon Park, Towsley Canyon Park and adjacent areas.
- 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 monitors 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 maintains safety logs for Franklin Canyon Park.
- Provides input on maintenance and improvement projects for Franklin Canyon Park, Towsley Canyon Park and adjacent areas.
- Coordinates with operations staff and confirms scheduling of events.
- Provides clerical support for supervisory and administrative staff.
- 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](mailto:zagreb.delatorre@mrca.ca.gov) or via fax to 323-843-9838. No phone calls, please.

**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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