JOB TITLE: Rentals and Office Assistant
DEPARTMENT: Operations
REPORTS TO: Chief Business Officer
DATE REVISED: 3/2/21
CLASSIFICATION: Non-Exempt; Part-Time, Seasonal
COMPENSATION: $13.50/hour

JOB STATEMENT/PURPOSE:

This position is responsible for overseeing on-site venue rentals. Venue rentals include but are not limited to birthday parties, weddings, and company parties. Rental staff will be responsible for ensuring customer needs are met and enforcing zoo policies. This position will also be asked to perform clerical duties to support operations staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

❖ Works in the office two times per week, responds to rental inquiries and other clerical duties, as assigned.
❖ Oversees rental events, responds to customer inquiries and needs.
❖ Coordination with other departments for special requests or tours.
❖ Ensure venue spaces are stocked, prepped, and clean prior to each reservation, and following each use. This includes setting up and taking down chairs, tables and cleaning.

JOB SPECIFICATIONS:

❖ Valid driver’s license.
❖ Two years’ experience in customer service, office or event planning role required.
❖ Must be proficient in Microsoft Office Suite- Word, Excel, Outlook etc.
❖ Detail oriented.
❖ Possess a professional and positive attitude.
❖ Ability to work as part of a team and independently.
❖ Strong communication and interpersonal skills.
❖ Prepared to work varying hours and a flexible schedule (including weekends and possibly evenings).
❖ Hours will vary based on business needs, however, there will be a minimum of sixteen (16) hours per week available, up to thirty-two (32), depending on venue reservations.

OTHER RESPONSIBILITIES:

❖ Follow safe and proper procedures in the course of daily work
❖ Arrive on time and demonstrate effective time management
❖ Other tasks and duties based on the needs of the business
PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

❖ While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls.
❖ Must occasionally lift and/or move up to 50 pounds.
❖ Ability to work in Alaska weather extremes. The noise level in the work environment is usually moderate, but can be higher based on the number of visitors at the Zoo.

Please submit resume and cover letter to Tristan Thon, Chief Business Officer at aom@alaskazoo.org or in person at 4731 O’malley Road Anchorage, Alaska 99507.