

**Mercy High School – San Francisco**  
**Job Description**

**Job Title:** Rental Coordinator  
**Department:** General and Administrative  
**Reports To:** Chief Financial Officer  
**FLSA Status:** 12-month; non-exempt – Part-time  
**Preparation Date:** January 2018

**ABOUT MERCY HIGH SCHOOL SAN FRANCISCO**

Mercy High School, San Francisco, educates women to pursue lives of spiritual and intellectual depth, determination, and daring action to improve our world as an inclusive, Catholic, college preparatory community enlivened by the Gospel of Jesus and the charism of the Sisters of Mercy.

**PRIMARY RESPONSIBILITIES**

**Rental Coordinator**

- Manage the rental program to include:
  - coordinate the school calendar
  - negotiate and create contracts
  - prospect for new clients
  - develop new rental strategies
  - create preferred vendor list
  - ensure rental rates are competitive
- Conduct tours and walk-throughs of facility rental event spaces with prospective and existing clients and vendors as scheduled
- Collaborate with Director of Maintenance with regards to work orders, renters' needs and custodial/maintenance needs
- Schedule and manage on-site rental coordinators (open/close), Pavilion monitors, security/parking monitors and technical personnel for selected evening and weekend rental events
  - Recruit alumnae as preferred tech booth managers (past theatre crew members)
- Maintain rental website page
- Point person for internal reservations for facility use
- Vending machines: maintain and order inventory, restock and collaborate with Business Office regarding funds.

**QUALIFICATIONS**

- Dedication to the mission and charism of Mercy High School San Francisco.
- Passion for the empowerment of young women a must

- Demonstrated success in managing multiple projects with shifting priorities and competing deadlines.
- Comfort using social media and proficiency with information technology including G-Suite and Microsoft Office Suite.
- Flexibility, sensitivity, diplomacy and the outstanding interpersonal skills necessary to work collaboratively with multiple constituencies required.
- Excellent written and verbal communication skills as well as attention to detail required.
- Flexible and willing to work some evenings and/or weekends when necessary

**TO APPLY**

To apply for this position, email a copy of your resume, a cover letter, and 3 references to [jobs@mercyhs.org](mailto:jobs@mercyhs.org). Your cover letter should explain why you are interested in the position and what unique qualities you would bring to the role. Strict confidentiality will be maintained for all applicants and only finalists' references will be contacted.

Mercy High School San Francisco is an equal opportunity employer.