



QUEENS COUNTY FARM MUSEUM

For Immediate Hire: Full-time Site Rental Coordinator

About the Queens County Farm Museum

The Queens County Farm Museum is a 47-acre working farm dating back to 1697. We are a public resource, visited by over 400,000 people each year. The site includes a landmark farmhouse, glass greenhouse, and restored barns which give us a glimpse into our agrarian past. Its rich glacial soil – which attracted European settlers in the 17th century – is cultivated today using sustainable practices, providing people with the freshest food. We are a New York City treasure where historic structures, productive fields, woodland, and livestock bring agricultural history to life.

Job Description

Queens Farm is seeking a full-time Site Rental Coordinator to support managerial staff, schedule and coordinate site rentals, maintain our membership database and perform a wide variety of office tasks. Queens Farm has a small team that works closely together to facilitate programs and events. The Site Rental Coordinator will collaborate frequently with multiple departments and interact with the public as the face of our organization to help maintain a smooth, efficient, and friendly office environment.

Responsibilities

Site Rental Coordination

- Update and maintain database for site rentals
- Answer questions and show event spaces to prospective clients
- Schedule appointments and confirm site rentals
- Monitor and maintain birthday party supplies
- Communicate client feedback to supervisor
- Manage calendar of rental details and scheduled activities to all staff weekly
- Schedule weekend site rental staff and communicate details of each event

Reception & Office Administration

- Answer phone calls and forward or take messages accordingly
- Greet public and assist as needed
- Communicate a high level of knowledge about Queens Farm's programs to public
- Manage daily email correspondence
- Maintain records for Membership program

- Prepare reports, mailings, and form letters
- Fax, scan, and copy documents
- Receive, sort, and distribute incoming mail and packages
- Monitor and maintain office supply levels
- Run weekly errands (i.e. post office, bank)
- Assist with meeting and event preparation

Required Skills & Experience

- Excellent verbal and written communication skills
- Patience, flexibility, and strong interpersonal skills
- Punctual and reliable
- Excellent organizational skills with attention to detail, time management, and prioritization
- Self-motivation
- Open and willing to learn; interested in being a part of the organization's growth
- Passion for agriculture and farm-based education
- Demonstrated ability to effectively interact with diverse populations
- 2+ years of related work experience
- Competent computer skills including MS Office and Google Apps (Gmail, Drive, Calendar) and experience with databases
- Driver's license and one's own vehicle is a plus
- Proficiency in Spanish is valuable but not essential

Hours & Compensation

Position is full-time. Mon–Fri, 9:00am–5:00pm with occasional weekends required.
\$18/hour with potential for job growth.

To Apply

Please send resume and cover letter highlighting why you want to be a part of the Queens Farm team to: **hr@queensfarm.org**.

QCFM is an equal opportunity employer and welcomes candidates from diverse backgrounds.

*Applications will be accepted through **January 19, 2018**.*