



**Position:** Public Space Services Coordinator

**Reports to:** Public Space Services Manager

**Function:** The individual's primary duty will be to provide administrative support to the Public Space Services Manager and the greater Public Space Services Team. This position will also act as a liaison between the organization and stakeholders and be responsible for following up with stakeholders regarding concerns related to the public realm.

**Requirements:** Individual must be detail oriented with excellent organization and customer service skills as well as have strong written and verbal communication. Candidate should have intermediate knowledge of Microsoft Word and Excel, and basic knowledge of most Microsoft Office programs, including Outlook email and calendaring. Must be extremely organized, and have excellent communication, interpersonal, problem-solving and critical thinking skills.

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**Responsibilities include, but are not limited to:**

- Provides management and coordination of the administrative functions for the department.
- Assists with grant requests and execution of 3<sup>rd</sup> party contracts and oversight
- Reviews, tracks and prepares budgets; maintains records and databases.
- Prepares regularly scheduled reports using specialty software and Excel.
- Drafts agendas for department meetings
- Supports administrative aspects of personnel management, including staying current on personnel policies, rules, and regulations and communicates changes to department.
- Assists with timekeeping and scheduling for staff of up to 35 employees.
- Initiates and controls a variety of personnel activities, maintains employee files and correspondence, and is contact point for consolidating department responses to higher level requests.
- Works as a team member to their fellow Street Team employees, office staff and partner organizations.
- Meets with the Manager as needed, briefing them on the status of their work.
- Other duties include supply/equipment/uniform inventory management, coordinating space and departmental office organization.

**Skill Set:**

- Strong work ethic
- Proactively completes tasks and solves problems.
- Consistent and reliable attendance.
- Schedule flexibility based on the needs of the organization.
- Ability to work independently with minimal supervision.
- Experience working in a dynamic, fast paced work environment, with the ability to multi-task and prioritize projects.
- Ability to work well under pressure and meet deadlines.

**To apply, submit cover letter and résumé to [hr@downtownsac.org](mailto:hr@downtownsac.org)**