



Unitarian Universalist Church of Annapolis

Position title: Rental Coordinator
Reports to: Rev. John T. Crestwell, Jr., Minister
Category: Contract
Pay: Commission-based. This is a commission only sales agreement. There ARE NO SALARY OR BENEFITS. The employee will be paid 30% on all NEW business; 20% on REPEAT business for one year. If annual sales are \$10,000 or more, the 20% commission on repeat business continues after one year on repeat rentals; but will be terminated if annual sales fall below \$10,000 annually.

The Unitarian Universalist Church of Annapolis values diversity in its community and staff team, and candidates from historically marginalized identities are especially encouraged to apply.

Overall Job Responsibilities:

The Unitarian Universalist Church of Annapolis seeks a Rental Coordinator to acquire new rentals, manage recurring rentals, ensure the smooth operation of the rental process and develop our web presence and social media accounts regarding facilities rentals. This involves coordinating reservations, maintaining accurate records, and ensuring customer satisfaction.

The ideal candidate is a professional who assists in the rental process, ensuring a positive experience for customers. As a rental coordinator, crucial responsibilities include processing rental agreements and educating customers on optional services. Additionally, they manage facility inventory (such as tables and chairs), ensuring proper availability to customers. They also provide customers with assistance, such as directions and local area information. Additionally, they handle payments, and review rental charges with customers. A top-performing rental coordinator ensures a complete understanding of facility rates and service charges, offering optional products to meet customer needs and resolving any conflicts or disputes professionally.

Primary Job Duties:

Rental Coordinator

- o Meeting potential renters and guiding them on tours of available spaces
- o Following up on leads for potential renters

- o Preparing rental agreement documents for potential renters using property standards and regulations
- o Handling the collection of rent payments, security deposits and any other fees
- o Keeping clients informed of any changes to rental agreements or upcoming property issues
- o Building a rapport with current clients

Off-premise Duties

- o Market research: Identifying areas to focus on and drawing conclusions from data
- o Procurement of new rental leads

Please know this is not a complete list of responsibilities, with some duties to be assigned as necessary. The Rental Coordinator will work closely with the Administrative Assistant to include a weekly meeting (in-person or virtual) to offer support as needed.

Qualifications:

Required

- o Strong organizational skills and attention to detail
- o Self-starter
- o People-oriented
- o Approach position with integrity and responsibility
- o High School diploma or GED

Preferred

- o Experience in rentals
- o Capabilities with Google Suite, Canva, Constant Contact and various social media applications (ie Facebook, WhatsApp, Instagram)
- o Good verbal, written, and social media communication skills
- o Experience in small, non-profit or religious organization office environment

The Unitarian Universalist Church of Annapolis encourages individuals from historically marginalized communities to apply. Please send all questions and applications to Rev. John T. Crestwell, Jr., Minister, at jcrestwell@uuannapolis.org