



**SANTA MONICA  
CONSERVANCY**  
Celebrating Our Architectural Heritage

P.O. BOX 653  
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[www.smconservancy.org](http://www.smconservancy.org)

## **New Position at the Preservation Resource Center**

The Santa Monica Conservancy is a small, nonprofit organization dedicated to promoting the benefits of historic preservation in the community through education and advocacy. We are headquartered in the Preservation Resource Center at [2520 Second Street, Santa Monica, CA 90405](https://www.google.com/maps/place/2520+Second+Street,+Santa+Monica,+CA+90405).

The Conservancy seeks an energetic, dependable and self-motivated Operations Coordinator for a 6-month contract position to coordinate and oversee day-to-day operations at the Conservancy's Preservation Resource Center. The Operations Coordinator will report to the President of the Board of Directors and the position may be extended beyond 6 months at the Board's discretion.

### **The Operations Coordinator will be responsible for the following tasks:**

- Coordinate and oversee day-to-day operations at our Preservation Resource Center, including visitor services, preservation inquiries, volunteer management, and facility maintenance;
- Systematize and maintain the Conservancy's files and records, supervise post-award grant administration, and generate monthly reports on operations and issues for the Board of Directors, as well as annual reports for the city, donors, and other organizations;
- Support the Conservancy's tours, workshops, and outreach programs by coordinating logistics, producing printed materials, and preparing post-event summaries;
- Update and maintain the Conservancy's docent manuals, volunteer handbook, and policies and procedures manual;
- Assist the Board's Executive Committee with special projects, as assigned and agreed, which support the Conservancy's mission and help build capacity.

### **Skills, Experience, and Qualities:**

- Demonstrated experience as an Operations Coordinator or other similar position requiring excellent organization and time-management skills; experience managing volunteers is highly desirable.
- Outstanding written and interpersonal communication abilities; Spanish is a plus.
- Advanced knowledge of Microsoft Office, especially Excel and mail merge capability; working knowledge of Wordpress and Adobe Creative Suite is highly desirable.
- College degree from an accredited institution or comparable experience.
- Interest in Santa Monica history and historic preservation, and broad awareness of the Santa Monica community.

**Hours:** Budgeted at 80 hours monthly, primarily during regular business hours or as otherwise mutually agreed.

**Compensation:** Commensurate with capabilities and experience.

**Application Deadline:** March 22, 2018

**How to Apply:** Send a resume, references and cover letter explaining how you might be a good fit to [president@smconservancy.org](mailto:president@smconservancy.org).

For more about the Santa Monica Conservancy and its programs, see [www.smconservancy.org](http://www.smconservancy.org).