Position Title: Facilities and Event Support Specialist  
Position Reports to: Operations Manager  
Exempt/Non-Exempt: Non-Exempt, 0.50 FTE  
Compensation: $20/hour, approximately 25 hours per week. This position has reduced hours from October through March. Accrued paid time off (PTO), sick time, personal days, paid holidays, health stipend, retirement benefit.

Help us bring beauty and nature to the people in our community!

Leach Botanical Garden is a place of beauty and respite where connections to nature are restored and deepened. You can help us keep this community gem looking great, feeling great, and working smoothly while also supporting and enjoying our events and community programs.

JOB DESCRIPTION

The Event Support & Facilities Specialist position is a hands-on role that provides essential event and program support while ensuring that buildings and grounds are well maintained. In addition to managing supplies, completing or scheduling repairs and renovations, doing safety inspections, trash removal, and ensuring that daily and weekly cleaning takes place (partially contracted), this position also helps with event setup and provides support during rentals and other events.

Work shifts have some flexibility, but will mostly be centered around the beginning and end of the week. This position requires evening and weekend availability in coordination with events (weddings and meetings).

Main Job Duties:
- Handle all facilities communications and work orders with Portland Parks and Recreation
- Keep inventory of keys and computers
- Provide parking lot security checks and problemmatic visitor support
- Assist the Events and Rentals team with set-up and tear down as needed and provide event support on evenings and/or weekends
- Problem-solve facility issues
- Ensure the cleanliness of all facilities: weekly spot cleaning expected and as needed
- Schedule and oversee contracted cleaning services at Annex and Manor house
- Routine maintenance; gutters, exterior, lights, locks
• Graffiti removal as needed
• Restock bathroom supplies regularly and as needed
• Supply orders
• Manage garbage and recycling: regular emptying of all bins in Annex, MH, shop, and throughout the garden
• Keep parking lots and public pathways clear of trash
• MUST be available for work Saturdays and occasional Sundays.
• Willing to assist with garden maintenance tasks such as clearing pathways, replacing light bulbs, installing signs, etc
• Assist with signage and cones when needed: Overflow Parking, high water, slippery surfaces, etc.
• Supervise contract with professional cleaners to provide cleaning as follows:
  o Public Restrooms: Every day
  o Manor House: Pre and Post-Event Cleaning before and after all large events
• Manage weekly garbage and recycling service for the upper and lower garden

Successful candidates will possess:
• Cleaning: must be willing to check and clean bathrooms, kitchen, etc. as needed between professional cleanings
• Ability to carry heavy loads, move tables and chairs
• Handyperson skills are highly desirable: basic plumbing, electrical, carpentry troubleshooting. Ability and willingness to locate and work with contractors to manage projects that are outside of their skill set is essential
• Experience with tech and wireless networking not required but highly desirable
• Bring a positive, friendly attitude to the work you do, both with other staff and in interactions with clients and garden guests
• Keep open, honest, and timely communication with coworkers and supervisors
• Self-starter, ability to organize own work
• Commitment to the Mission and Values of Leach Garden Friends
• Ability to work closely with a team of 15 people

Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
• The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and to talk and hear.
• During events the employee may be required to spend hours on their feet, and have the ability to use the fingers of one or both hands to grasp, manipulate, control or feel objects.
• The employee must occasionally lift and/or move up to 50 pounds, anything greater must be done with assistance.
• While performing the duties of this job, the employee’s work might require them to be outdoors in hot, cold, dry or rainy weather.
• The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• All Leach Garden Friends Employees must be vaccinated and boosted for COVID-19.
• All Leach Garden Friends Employees must pass a Portland Parks & Recreation Criminal Records Background check.

Leach Garden Friends is committed to equal opportunity for all persons including staff, volunteers, and people served without regard to race, age, religion, culture, sex, national origin, physical or mental disability, marital or familial status, family relationship, sexual orientation, gender identity, or any other classification protected by law.

To Apply
Please send a resume and cover letter to careers@leachgarden.org.

Open until filled. Applications will be reviewed on a rolling basis.