



## THE WOMEN'S BUILDING

### Job Description and Responsibilities for Bookings Volunteer Position

The Women's Building is a non-profit community based organization serving women and girls. Who host community events, provide information and referrals, and house the offices of non-profit organizations.

The **Booking Department** offers contemporary and affordable meeting and event space supporting cultural events, educational forums, advocacy meetings, non-profit fundraising events, and support groups. Through our bookings department revenue we are able to fund our programs and services. You will be directly involved in supporting the sustainability of our organization.

**Hours:** 4-8 hours per week *(3 month minimum commitment, could be ongoing)*

#### General Responsibilities:

This engaging opportunity involves working closely with the bookings department to ensure the successful execution of events. Key responsibilities include assisting renters, managing event details, setting up equipment, providing information to potential renters, and maintaining a clean environment. Additionally, administrative tasks, such as creating a monthly calendar and capturing event photos, are part of the role.

#### Responsibilities include:

1. Assist our Bookings Manager to ensure seamless event planning and execution
  - a. Contain and ensure the smooth development of events.
  - b. Provide assistance to renters before, during, and after their events, including room access and setup of AV equipment.
  - a. Set-up/Break-down all rental equipment (projector, screen, PA system, microphones) for renters. Ability to lift, carry, push, pull and move heavy equipment (up to 50 lbs).
  - b. Assist with ensuring rooms are well maintained and secure after events
2. Offer information and guidance to potential renters, including room rates and amenities
  - a. Show and provide general information to potential renters.
  - b. If the space is available and a client would like to view the space, you can give general information such as hourly rates for specific rooms, explain what the rental comes with ie, Tables, chairs, WiFi, Easel
3. Ensure that renters dispose of the garbage and recycling properly.
4. Help maintain a clean and orderly equipment closet, report loss or broken equipment.
5. Support Bookings Manager by assisting with additional tasks as required
  - i. Calendar management and printing weekly/monthly schedule
  - ii. Captures, with permission, photos of various events for social media channels and bookings advertisements.
  - iii. Creates drafts for social media regarding events and booking deals/specials

**Qualifications:**

- Able to communicate in English and Spanish preferred
- Commitment to social justice and to TWB's core values
- Excellent written and verbal communication and analytical skills
- Ability to work both independently and commitment to working as part of a team
- Cultural humility and experience in working with diverse populations, including communities of color, immigrants, LGBT communities, and persons of various ages, socioeconomic backgrounds, health status, and abilities
- Computer Fluency (Microsoft Word and basic Excel)
- Punctual, reliable and detailed oriented

**Benefits:**

- Engage in hand-on work at the forefront lines of a community and historical center space
- Familiarize yourself with program planning and implementation; manage efficiently the space for clients
- Develop public speaking and customer service skills and establish connections with other non-profit organizations.
- Enhance your understanding of the challenges and obstacles encountered by marginalized populations in San Francisco and Bay Area
- Acquire knowledge about the services and programs provided by local non-profit organizations in SF
- Develop understanding of a program budget
- Experience working with other platforms Planning Pod, Microsoft Office, Google Drive
- Participate in social justice trainings and events
- Ideal for anyone pursuing work in the non-profit, social services sector, administrative work

**To Apply:** Please email a resume, cover letter and availability with **Bilingual Bookings Volunteer** in the subject line.

**Contact:** Citlali Ramos, Volunteer Coordinator

**Email:** [citlali@womensbuilding.org](mailto:citlali@womensbuilding.org)