

JOB DESCRIPTION



Title:	House Programs Coordinator	FLSA Status:	Non Exempt
Department:	Wallace House	Full/Part Time:	Full Time (40 hours/week)
Reports To:	President & Chief Executive Officer	Pay Range:	\$34,000 - \$39,000

The Wallace Centers of Iowa (WCI) is a nonprofit organization (www.wallace.org) that carries on the Wallace family legacy of connecting food, land and people. The two historic locations - the Wallace Farm near Orient and the Wallace House in Des Moines - offer educational programs and community services, produce fruits and vegetables, and provide locally sourced meals.

We are currently seeking a House Programs Coordinator to support successful educational programs from the Wallace House, including Farm to Table dinners, Hearts and Homes Historic Teas, tours and special events. The House Programs Coordinator will also ensure the Wallace House buildings and grounds are well maintained.

WHAT YOU'LL DO

The House Programs Coordinator is responsible for the following activities:

Program Coordination and Delivery

- Delivers Hearts & Homes Historic Teas and other in-house programs
- Manages reservations for programs and events at the Wallace House
- Tracks event attendance
- Takes and tracks payments from event attendees
- Sets up public spaces for programs and events
- Fields private catering and special event requests

Site Management

- Maintains Wallace House calendar of events/activities
- Recruits and manages Wallace House volunteers
- Greets Wallace House visitors, provides tours, and schedules and leads group visits
- Answers incoming phone calls, opens mail and coordinates deliveries, passing along to appropriate staff
- Maintains organizational files and office supplies

Property Management

- Manages building contractors
- Performs basic site maintenance and improvements
- Maintains garden and front porch plants
- Plans for and conducts seasonal decorating

You'll also have the opportunity to work on other projects and activities for the Wallace Centers of Iowa.

REQUIRED QUALIFICATIONS AND SKILLS

Successful candidates for the position will possess the following skills and qualifications:

Experience

- Strong written and verbal communication skills
- Ability to interact with the public and represent Wallace Centers of Iowa positively

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- Excellent time-management and organizational skills
- Strong attention to detail
- Basic computer skills including experience working in Microsoft Office products
- Able to work effectively both independently and as part of a larger team

Other

- Flexible schedule to attend events and conduct other activities outside of standard business hours
- Ability to stand, walk, climb/descend stairs and sit. Regularly required to stoop, kneel, bend, crouch, and lift up to 30 pounds
- Clear criminal background check
- Acceptable driving record

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREFERRED QUALIFICATIONS AND SKILLS

Ideal candidate qualifications:

- Experience coordinating programs or events
- Strong administrative skills

OUR BENEFITS

- Paid Time Off
- Qualified Health Insurance Reimbursement Plan
- Professional Development
- Learning and Networking Opportunities

HOW TO APPLY

Please send a cover letter and resume via mail or email to:

The Wallace Centers of Iowa

Attn: Debra Houghtaling, President/CEO

756 16th Street

Des Moines, Iowa 50314

deb@wallace.org

Our mission celebrates diversity. The Wallace Centers of Iowa is an equal opportunity employer.