**Facilities and Events Assistant (Part-time, Seasonal)**

**Wells Reserve at Laudholm**

The Wells Reserve at Laudholm is looking for an energetic, reliable, and responsible person to join our facilities and events team. This position will work 3 days per week (Friday through Sunday and an occasional Monday) from May 3 through October 28, with potential opportunities for facility work on an as-needed basis during other months. Shifts will include days and evenings.

Responsibilities include:

During non-event periods:

* Opening and closing the facilities and grounds of the Wells Reserve mornings and evenings on weekends
* Groundskeeping and landscaping (mowing, trimming, raking, planting)
* Performing general maintenance such as cleaning, and minor facility and equipment repairs

During wedding and event rental periods:

* Assisting with general questions and support of the weekend event rentals from setup (1:00pm Friday) through tear-down (3:00pm Sunday)
* Maintaining the cleanliness of the restrooms
* Walking event areas periodically to take notice of any unlawful, dangerous, or contractually-barred activities
* Ensuring that local noise ordinances are adhered to and that all parties vacate the property by contracted times
* Serving as the on-site point-of-contact for event managers and parties
* Reporting any irregularities to management

The ideal job applicant should have: experience in minor repairs and maintenance, the ability to lift 20+ pounds, some experience with landscaping equipment, good people skills, the ability to work independently, and some experience in event management. The hours over the course of a workweek period range from 16 to 30 hours for a total of 520 hour over the six months.

Compensation: The rate ranges from $18 an hour to $20 an hour (plus tips during wedding events), depending on experience. There are no benefits.

The Facilities and Event Assistant reports to the Director of Operations and the Facilities Manager.

Qualifications:

* High level of self-motivation
* Ability to multitask and prioritize multiple requests at a time
* High school degree or equivalent preferred
* Current driver’s license

The successful applicant must pass a background check.

Ideal start date: May 15, 2019

Please submit a cover letter and resume by Monday, April 22, to:

Search Committee

Wells Reserve at Laudholm

342 Laudholm Farm Road

Wells, ME 04090

Or by email to:

[trust@laudholm.org](mailto:trust@laudholm.org)

The Wells Reserve at Laudholm is one of 29 National Estuarine Research Reserves in the country. It is dedicated to understanding, protecting and restoring coastal ecosystems of the Gulf of Maine through integrated research, stewardship, environmental learning, and community partnerships. The Wells Reserve has 7 miles of hiking trails through varied natural habitats, and its Laudholm campus and buildings are on the National Register of Historic Places.

*3.27.19*