



Position Advertisement

Rental Coordinator

Details

Status

Full-time exempt

Location

Succop Nature Park, 185 Airport Road, Butler PA, 16002. This position is primarily on-site, with hybrid flexibility available based on organizational needs.

Department

Butler Centers

Reports To

Butler Centers Director

Salary Range

\$45,000-\$55,000

To Apply

Send resume and cover letter as a single pdf file via email to kstein@aswp.org.)

Position Posting

Posted on September 4, 2026. Open until filled.

Job Summary

Located on 50 acres of natural beauty, Succop Nature Park hosts outdoor weddings May through October at the Marcraig House and Pavilion. During the weekdays and during the winter months, the Marcraig House and the restored T.W. Phillips Barn host corporate events, social club gatherings, meetings, retreats, birthday parties, reunions, educational programs, and public events. ASWP also hosts meetings,

parties, and corporate events at its other locations – Beechwood Farms Nature Reserve and Buffalo Creek Nature Park.

The Rental Coordinator will report to the Butler Centers Director. The successful candidate will be a hands-on and creative leader and coordinator, with a demonstrated history of excellent customer service, customer acquisition, and successful vendor and staff management. The Rental Coordinator is an engaging individual skilled in storytelling and delivering key insights to assist customers in envisioning their own weddings and events. While a key focus for this position are the weddings at Succop Nature Park, the successful candidate will also be responsible for the following areas:

1. Overseeing the safe and efficient operations of all private rentals at the Nature Park.
2. Prompt and professional responses that turn inquiries into bookings to achieve established rental and revenue targets.
3. Managing initial inquiries for all ASWP rentals and promptly referring the potential customer to the appropriate staff at ASWP's other sites.
4. Identification of opportunities to increase site utilization and revenue.
5. Recommending and carrying out improvements to offerings, pricing, and customer experience.
6. Coordinating with ASWP's Education Department on programmatic rentals.
7. Managing the event calendars for Succop Nature Park rentals.
8. Working weddings in an event staff role to support larger weddings or to fulfill staffing needs due to part-time event staff availability. This is periodic throughout the May-October season.
9. Perform other duties as assigned in support of the organization's goals and operations.

Responsibilities

Rental Coordination

1. Coordinating all aspects of facility rental operations at Succop Nature Park including wedding and other rental bookings, contract creation, and communications with customers.
2. Tracking and regular reporting of inquiries, bookings, revenue, and other metrics.

3. Hiring, training, and scheduling of Event Staff.
4. Maintaining supplies and providing facility maintenance and repair requests to the Facility Steward at Succop Nature Park.
5. Managing proper electronic and paper files for all Succop Nature Park rentals.
6. Planning and scheduling Initial Look Open Houses for interested engaged couples and providing individual tours when needed.
7. Planning and scheduling opportunities for booked couples to revisit the site as they are planning their wedding.
8. Providing input and recommendations to support marketing of rentals.
9. Scheduling initial looks for non-wedding rentals in coordination with the Butler Centers Coordinator.
10. Assisting with rentals at Buffalo Creek Nature Park when Center Coordinator or Centers Director is away or as needed.

Partner Relationships

1. Maintaining a strong relationship with Medure's Catering for a successful wedding season.
2. Cultivating relationships with some of our most common vendors and new vendors for the wedding season.
3. Planning and executing one Wedding and Vendor Open House each April to highlight our facility, connect with some of our most common vendors, and further develop resources for wedding couples.

Public Engagement

1. Identifying touchpoints that may interfere with scheduled weddings and develop positive ways to mitigate these situations.
2. Participating in Public Events as needed or to further develop wedding resources.
3. Positively represent the mission of ASWP to potential customers, vendors, and members of the public.

Qualifications, Education, and Experience

1. A minimum of an Associate's Degree or 10 plus years of experience related to the needs of the position. Preferred experience in nonprofit management or a field related to customer service.

2. Minimum 4 years of progressive experience in facility rentals, weddings, and/or events.
3. Demonstrated communication and relationship building skills with the ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
4. Must be able to work a flexible schedule. This position is normally Tuesday-Saturday 8:45am-5:15pm. During the active wedding season, May-October, this position must be flexible and willing to work shifted schedules as needed, often for evenings to accommodate interested and booked couples for tours or to work a Sunday wedding.
5. Required to obtain and maintain all Pennsylvania child abuse, criminal history, and other background clearances required for the position, including Act 33/34 clearances.
6. Experience hiring, training, and supervising staff.
7. Strong relationship-building and communication skills, with the ability to cultivate partnerships both internally and externally.
8. Access to a reliable vehicle and willingness to travel among ASWP sites required.

Benefits

1. Comprehensive health, dental, and vision insurance with significant employer contributions toward employee premium and deductible costs.
2. 100% employer-paid life, short-term, and long-term disability insurance
3. Retirement plan with 3% employer match
4. 10 paid holidays annually
5. Paid Time Off (18 to 28 days annually based on tenure)
6. Sabbatical leave benefit for long-tenured employees
7. 40% employee discount at the Beechwood Farms Nature Store

Work Environment & Physical Requirements

This role requires a combination of office-based and on-site work. While based at Succop Nature Park, the position may also travel to ASWP's other properties for education or organization-driven events as needed. Evening and weekend work may be needed for weddings or rentals. The position may involve walking on uneven terrain, standing for extended periods during events, and lifting materials up to 25 lbs.

The Organization

Audubon Society of Western Pennsylvania connects the people of southwestern Pennsylvania to birds and nature through its programs, projects, and places.

Founded in 1916, Audubon Society of Western Pennsylvania (ASWP) is an environmental education and conservation engagement organization based in Pittsburgh (Fox Chapel). ASWP is a fiscally and legally independent chapter of National Audubon and serves a seven-county region consisting of Allegheny, Armstrong, Beaver, Butler, Fayette, Washington, and Westmorland counties. Through robust programs, projects, and places, ASWP educates and inspires the people of southwestern Pennsylvania to be effective stewards of the natural world and to help create more bird-friendly communities. Each year, ASWP engages over 20,000 students — from pre-K through college — in formal, hands-on, natural history programs. ASWP also reaches more than 10,000 adults and families through programs that create environmental literacy and excitement for the natural world. Among the programs and initiatives available:

- In-school Programs: ASWP programs connect students in schools, on its reserves, and online to the wonders of birds and nature. These programs are an entry point to life-long learning and stewardship.
- Master Birder Program: This program is designed to provide participants with techniques to enhance their existing avian identification skills including identification by sight and sound, and understanding avian biology, local ecology, and habitat requirements in southwestern PA.
- Certified Backyard Habitat Program: A program to guide people in helping birds and pollinators across southwestern PA. Each CBH acts as a mini-nature reserve, providing quality habitat for wildlife and reducing threats such as outdoor cats and window strikes.

These projects enable people to participate in meaningful conservation activities and/or help to improve and maintain important habits and resources throughout the region. ASWP's nature centers and reserves — Beechwood Farms Nature Reserve in Fox Chapel, Allegheny County; Succop Nature Park in Butler; Butler County; and Todd Nature Reserve and Buffalo Creek Nature Park in Sarver, Butler County — offer over 12 miles of trails through more than 500 tranquil acres that provide an oasis for individuals, families, and groups to explore and reconnect with nature at their own pace.

With an annual operating budget of \$2.9 million and 15 FT employees, (plus teams of seasonal and part-time help and passionate volunteers), ASWP conducts both formal and informal programs in schools, local parks, and at its four locations, advocates on behalf of birds and nature, and conducts conservation programs throughout western Pennsylvania.

For more information, please visit: <https://www.aswp.org/>

Access to Nature & Equal Opportunity Employment

Audubon Society of Western Pennsylvania believes that everyone should have access to nature regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or socio-economic status. ASWP is committed to providing a workplace and guest experience that is accessible, respectful, and welcoming to all. ASWP is also an equal opportunity employer and does not discriminate in employment based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected characteristic under applicable federal, state, or local law.