



WE'RE HIRING

Special Uses Coordinator

Full-Time • Carmel, CA

Help us manage the permits, leases, and licenses that bring events, filming, and recreation to life on District parklands — while protecting the natural spaces that make them special.



What You'll Do

- Process and issue special use permits, leases, and licenses
- Review applications for policy, insurance, and compliance
- Collect fees and maintain accurate financial records
- Coordinate scheduling and site logistics across departments
- Serve as the go-to contact for permit and lease applicants
- Track revenue and prepare activity reports



What You Bring

- 2-year degree in parks/recreation, public admin, business, or related field
- 2+ years in permit processing, facility leasing, event coordination, or public agency customer service
- Strong communication and customer service skills
- Comfort with permitting software, databases, and Microsoft 365
- Valid CA driver license (within 6 months of hire)



[APPLY TODAY](#)

[Salary: \$7,308 • Application deadline: August 31, 2026]

www.mprpd.org