

Event Coordinator

Summary

Port Nelson United Church is in the process of completing a major renovation of their building and is seeking a talented, experienced event coordinator to promote the use of the newly renovated facility. The primary focus of the Event Coordinator is to design materials to promote the use of Port Nelson United Church's newly renovated facility. In addition this role will work closely with users of rented space to plan, schedule and coordinate the events and functions held at Port Nelson United Church (PNUC).

These events and functions must align with the mission and core values of Port Nelson United Church.

Responsibilities

- Develop marketing strategies and plan for the promotion of all rentable space.
- Research and recommend to the Property Management Ministry rental rates for the individual spaces based on local market conditions for similar spaces.
- Source an online scheduling and booking application for use in booking functions, events and meetings for renters and congregational committees and groups.
- In conjunction with the Communication Coordinator(s):
 - Develop facility marketing and information materials for the PNUC website
 - Develop a social media presence for the facility
 - Create advertising materials for the event spaces for use in social media and print media
- Develop and foster partnerships with outside organizations such as the City of Burlington to create a network for attracting events and functions within the PNUC space.
- Actively pursue potential users for the available spaces.
- Once a rental agreement is in place, work closely with the renters to ensure all aspects of the agreement are fulfilled.
- Work closely with the Office Administrator to coordinate space usage.

Skills

- Experience or currently in a marketing or event planning/coordinating role
- Excellent organizational skills
- Ability to develop, foster and maintain relationships/partnerships with external organizations
- Ability to work collaboratively with key leaders/staff
- Ability to work independently without supervision
- Knowledge of the requirements for the operation and management of a commercial kitchen is an asset

Event Coordinator – flexible work schedule – 10 hours per week or 40 hours per month.

To apply send resume and cover letter to: pnucbc@gmail.com. The closing date for applications is **Friday, October 5, 2018**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.