

## **Event Coordinator**

Beach United Church (BUC) seeks an Event Coordinator who will be responsible for booking events by seeking, creating and maintaining relationships with clients. The Event Coordinator will clearly communicate client details and requirements in a professional manner. Administrative tasks and projects are always completed in a timely manner, with high attention to detail.

The ideal candidate can provide a high level of customer service while juggling multiple projects, understands marketing and sales within a non-profit environment, and is able to work collaboratively with a small team of employees and volunteers.

The position requires a commitment of 20 hours per week. The annual salary, based on qualifications and experience, will be between \$28,000-33,000 per year plus United Church benefits which include health benefits and pension.

### **Responsibilities**

- Network and create relationships with new and current clients.
- Respond to rental inquiries and provide information (price, contractual issues)
- Prepare, negotiate, and coordinate fulfillment of rental contracts
- Invoice, receive payment for and follow up with outstanding accounts.
- Maintain a shared schedule of rental bookings for use by all staff.
- Maintain a rental client database, including contracts and other rentals-related information.
- Track and report on sales

### **Education & Experience**

- Minimum 2 years' experience in events, facilities management or a related field.
- Previous experience in dynamic, creative non-profit environments would be considered an asset.
- Previous experience working within a church or non-profit is not required.

### **Required Skills & Job Knowledge**

- Ability, based on demonstrated experience, to understand customer needs and provide a high level of customer service necessary to attract and satisfy renters and develop repeat business.
- Understanding of marketing and sales within a non-profit environment
- Experience in operational environments
- A strong competence in negotiating contracts and agreements and coordinating fulfillment of contracts.
- Excellent communications (written and verbal) and administrative skills
- Skilled at planning and managing time effectively

- Strong ability to multi-task, set priorities, and work within conflicting demands and constraints
- Excellent relationship builder with the ability to work collaboratively while demonstrating leadership.
- Enthusiastic about working in a fast-paced, deadline driven environment, where flexibility and teamwork are required.
- Willing to work weekends or evenings, as needed.

### **About Beach United Church**

Beach United Church in the Beaches neighbourhood of Toronto is a progressive community hub. In addition to providing spiritual development and worship services typical of church communities, we support a wide range of activities related to environmental, social justice, and community issues. These activities include concerts and musical performances, food and housing security services, and camps and programs for children.

Our vision is of a church that engages people to find increased meaning in their lives, develop a stronger sense of community, and engage in projects in which they can have a meaningful impact.

The modern, flexible church building at 140 Wineva is environmentally sensitive and accommodates a wide range of uses. Extensive rental access is provided to community groups whose purpose broadly aligns with the values and mission of Beach United Church.

BUC is an open, equity-supporting church and employer. We welcome applications from all interested persons holding the qualifications outlined. Our building is fully accessible.

### **Applications**

Applications should include a resume and a cover letter indicating the position(s) for which you are applying. We thank all those who apply but regret that we may only be able to reply to those who are being called for an interview.

Please direct applications to [MandP@beachuc.com](mailto:MandP@beachuc.com).