



Seeking an Events Coordinator!

About the Role

The Gibsons Community Building Society is seeking a part-time (15 hours per week) events coordinator to support our social enterprise activities, specifically our rentals business and special events production. This is a dynamic, flexible role with a young organization in a fast-paced team environment.

This role reports to the events + community development manager, and liaises with the communications coordinator and facilities manager. The work arrangement is flexible, with office space provided as well as the opportunity to work from home. Hours will change weekly based on bookings and assignments, and the successful candidate must be able to work evenings and weekends with some daytime availability.

Responsibilities

The events coordinator will be responsible for a range of activities including :

- ▶ Responding to booking inquiries in a timely manner
- ▶ Coordinating the booking process for venue rentals, including the generation of rental contracts and obtaining all relevant information from clients
- ▶ Liaising with communications coordinator to produce marketing and communications materials, including keeping website updated
- ▶ Set-up and strike of events and rentals at the Gibsons Public Market
- ▶ Ensuring an outstanding customer experience before, during and after rentals
- ▶ Overseeing venue rentals for their duration
- ▶ Maintaining accurate customer records and administration systems
- ▶ Maintaining all event-related equipment, ensuring it is organized and in good condition
- ▶ Liaising with in-house caterer and suppliers
- ▶ Supporting the production of special events at the Gibsons Public Market and Nicholas Sonntag Marine Education Centre, such as the annual Gala fundraiser, summer Night Market series and Community Release Days at the aquarium



Who We're Looking For

Who You Are

You are ideally suited to this role if you want dynamic and constantly changing work. You enjoy a mix of computer work broken up by movement and physical activity, are obsessively organized, and want a good balance between being part of a fun team and having the autonomy to work from home some of the time. You consider yourself a professional and are committed to delivering high quality work; it matters to you to leave things better than you found them and you believe reputations matter. Your friends and family describe you as responsible and judicious and trust you to house- pet- and babysit for them. You can make complex decisions carefully but quickly, and you are calm when stressed - be it your own internal stress or when confronted with a stressful situation. Problem solving is second nature to you and you are determined in pursuit of the answer you're seeking. If your emails go unanswered, you have no problem picking up the phone to follow up. You are good at working with others, and you care a lot about customer service. Other words used to describe you might include: flexible, adaptable, mature, confident.

The Skills You Have

We are looking for the following skills, attributes and past experience for this role:

- ▶ Minimum intermediate MS Office or G Suite user
- ▶ Proficient with Web 2.0 applications, tools and social media platforms (i.e.: Canva, Facebook, Google Forms, Dropbox, etc)
- ▶ Strong written and verbal communication skills
- ▶ Ability to lift and move at least 20lbs
- ▶ Former experience in any aspect of event production (asset but not required)
- ▶ Former experience in customer service or tourism-related fields (asset but not required)
- ▶ Highly organized and attentive to details



The Details

This position pays a rate of \$18 - \$20 per hour, commensurate with experience. Hours will change weekly, but average to about 15 per week.

To apply, please **email** a cover letter and resume to Jenn McRae, events + community development manager with the subject line, EVENTS COORDINATOR APPLICATION.

jennmcr@ gibsonspubliemket.com

This posting will be open until filled. A first round of interviews will take place January 22nd thru 26th.

To be considered for the first round of interviews, you must submit your application no later than **Friday January 18th**.

No phone calls, please.