

## JOB DESCRIPTION

<b>Job Title</b>	Community Impact and Events Coordinator
<b>Reports to</b>	Manager, Community Impact and Events
<b>Term</b>	LVL II contributor; Permanent FTE (5 days/week); may consider PTE (4 days/week)
<b>Salary</b>	\$21.40/hour
<b>Job Summary</b>	Responsible for implementation of initiatives and activities that increase the impact of GCBS' programs, which also includes: managing bookings, rentals and in-house GCBS/GMEC events and overseeing their successful execution, with responsibilities for contributing to successful marketing strategy.
<b>Primary Duties</b>	
<p><b>Events and rentals:</b></p> <ul style="list-style-type: none"> <li>● Respond to all rental inquiries in a timely fashion</li> <li>● Under the direction of manager, negotiate rental fees and contracts, ensuring necessary permits and documents are in place and in compliance with government and municipal regulations</li> <li>● Liaise with renters, rental companies, caterers, planners and suppliers to ensure successful events that are on-time and meet rental requirements</li> <li>● Be onsite during all rentals/events and/or coordinate staff presence during rentals</li> <li>● Ensure renters are aware and are compliant with Gibsons Public Market safety and cleaning requirements (special consideration with COVID 19 precautions)</li> <li>● Ensure rental spaces are cleaned and inventory is maintained</li> <li>● Tracking and maintaining all equipment from PA systems to in-house furniture</li> <li>● Booking Saturday live music performers</li> <li>● Work with staff team to develop new rental packages and potential events compliant with COVID-19 regulations – particularly micro-weddings and small group meetings</li> <li>● Coordinate volunteers for events</li> </ul> <p><b>Marketing and communications:</b></p> <ul style="list-style-type: none"> <li>● Oversee promotion of events, and merchant specials through all in-house marketing channels</li> <li>● Oversee publication of bi-weekly e-newsletter in collaboration with staff to promote GCBS and GMEC activities</li> <li>● Work in collaboration with staff to develop and execute social media strategy</li> <li>● Develop community partnerships with local groups and businesses to promote GPM rentals and to contribute to community events</li> </ul>	

**Administration:**

- Document and distribute rental invoices, under direction of Bookkeeper/Ops coordinator, as well as securing and documenting payments from renters
- Create and manage rental contracts with all renters
- Maintain tracking system for rental numbers, revenues
- Occasionally, cover the reception desk as staffing levels require
- Other duties as required.

**Qualification and Skills:**

- Minimum 2 years event coordination experience
- Exceptional written and verbal communication skills, with the particular ability to talk with anyone
- Minimum 1-2 years marketing/promotion experience
- Strong attention to detail
- Intermediate level knowledge of communication platforms and graphic design/editing programs (ie. Adobe creative suite; Canva; Mailchimp; Google docs and G-drive) including professional use of social media
- Excellent problem solving skills and ability to communicate with tact and discretion
- Team player who is also self directed
- Knowledge of the non-profit sector
- Ability to work with a diversity of people
- Ability to work a flexible schedule, including evenings and weekends
- Experience working with volunteers (considered an asset)
- Experience in customer service or tourism-related fields (considered an asset)
- Knowledge of local Coastal community (considered an asset)
- A sense of humour (definitely considered an asset).

### **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.