



## Position Description

- Position Title:** Event Coordinator
- Reports to:** General Manager, Horticulture Centre of the Pacific (HCP)
- Start Date:** Immediately
- Hours:** 22.5hr/week (must be flexible and work weekends)
- Rate of Pay:** Experience dependent

### General Accountability

The Event Coordinator is responsible for advising the public about our facilities, meeting the client's needs, as well as the desire to go above and beyond our client's expectations. Day to day responsibilities would include booking of events, securing contracts, completing set up/take down and finding creative ways to bring events/workshops and conferences into the facility.

### Duties and Responsibilities

- Scheduling events and weddings.
- Ensuring set up and take down responsibilities are met for events.
- Collecting market data to ensure comparable rental rates.
- Develop and manage event packages/contracts for weddings and executive clients.
- Suggesting marketing avenues to increase sales.
- Communicating/Reporting Monthly events.
- Monitoring client relations; emails, contracts, check lists, report of damages.
- Meeting clients for site visits, and facility viewing.
- Ensure Office Manager has good source of media to advertise events etc.
- Maintain a detailed description of weddings and events for reporting and communication purposes.
- Report monthly revenue of weddings and events.
- Monitoring ordering of linen and supplies for the facility.
- Work effectively, and cohesively with all team members.



## **Skills and Abilities**

- Strong written, verbal communication and interpersonal skills and the ability to work effectively with a wide range of stakeholders.
- Excellent computer skills, including MS Office, web site management and social media.
- Strong analytical and problem solving skills.
- Ability to work independently and effectively in a team environment.
- Strong customer service orientation.
- Attention to detail and accuracy.
- Strong time management skills.
- Flexibility in hours and work days is essential.
- Action oriented, with a professional polish.

## **Education & Certificates**

- High School Diploma.
- Preferably a post secondary degree or diploma in Business Administration or equivalent and asset.
- Event management certificate or associated courses an asset.
- Class 5 Drivers Licence.

## **Experience**

- Minimum 3 years experience in event planning including weddings.
- Working in the not-for-profit sector an asset.
- Minimum 3 years experience in event contract procedures and legalities.
- Above average communication skills.