



Event Coordinator

Description:

“Ambassador of Fun,” “Magic Maker,” “Life event facilitator,” and “Community Connector” are just some of the titles of this important role. The Events Coordinator will be responsible for coordinating rentals, overseeing and implementing RA Clubs, hosting PD Days, Spring Break Camps and small events, executing the sponsorship program, administrative functions, and providing an exceptional customer experience to residents and guests at the Chappelle Gardens Residents Association (CGRA). The Event Coordinator will also assist the Programs and Events Manager with events, and various tasks as assigned.

Reporting:

The Event Coordinator reports to the Programs and Events Manager of the Chappelle Gardens Residents Association.

Duties:

Without limiting the generality of the foregoing, the Event Coordinator will be responsible for the following:

Operations and Administrative Functions:

- Front of line service for all the resident’s needs.
- Maintaining the presentation and cleanliness of the Social House and amenities
- Working in a team environment as well as an individual in specific tasks. Proactive in assisting other co-workers and residents
- Prepare and provide great customer service for Social House events and bookings
- Troubleshoot membership status concerns and print membership cards
- Process payment of membership fees, programs and room rentals
- Assist in the Social House as required
- Managing Community Software and Updating Resident accounts.
- Maintaining accurate, detailed records.
- Enforcing rules and regulations of the park and amenities.
- Providing exceptional customer service and lead employees by example.
- Coordinating Rentals, including updating calendars, contracts, collecting payments, forms guest lists and more.
- Promoting and marketing all rental spaces.
- Monitoring community groups and other organizations to best advertise Rentals.
- Developing strategies and action plans for successful rentals.
- Conduct market research to evaluate rental pricing.
- Write, edit and produce quarterly calendars/brochures of rentals.
- Reviewing and confirming invoices for payment
- Creating various policy and procedure manuals related to rentals.
- Maintain the website, Facebook and Instagram with current and relevant information
- Collaborate with the Program and Event coordinator.
- Plan, and facilitate club activities
- Plan and implement small events and programs such as craft nights, PD Days, Parents Night Out and more
- Connect with Sponsors on a regular basis to establish sponsorship care and connection
- Seek out, and establish new sponsorship opportunities.
- Other duties as assign



Safety:

- Reviewing and managing safety program related to rentals.
- Ensuring all Workplace Health and Safety requirements are met
- Ensuring safe work conditions exist at all times

Leadership:

- Cultivate a culture of exceptional customer experience
- Providing exceptional customer service and lead team members by example
- Participating in team onboarding and training.

Hours of Employment

- Hours of employment 37.5 hours per week. Weekends, and evenings will be required on a regular basis to host clubs, and events. These times are subject to change depending on the needs of the facility.

Qualifications:

- Education in marketing and/or significant event management experience
- Experience with organizing and managing numerous programs
- Excellent Customer Service Skills
- Excellent organizational, leadership, training, and time management skills
- Good oral and written communication skills and basic computer skills
- Problem solving, negotiations, and conflict resolution skills
- Able to work independently or as part of a team
- Demonstrate accountability and integrity
- Able to provide a satisfactory criminal background check
- Preferred candidates with first aid, and pro-serve

Salary will commensurate with qualification and experience. This is an exciting opportunity to be involved in the operations of a new, unique, and exclusive events, park and facility with exceptional amenities. We offer benefits, cell phone and education allowance. If you meet or exceed the qualification requirements, please forward your cover letter and resume to:

Lara Pereverseff, General Manager

Email: GM@chappellegardensra.ca