Events and Rentals Coordinator
Status: Full Time, 40 hours a week
Working Days: Flexible hours are required (able to work days, nights, weekends, holidays)

Context
The Meeting House is a church for people who aren’t into church. Our mission is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers. We are one church that meets in many locations. On Sunday mornings we meet at 18 different locations across Ontario, and during the week at over 180 Home Churches. Check out our website for more details: www.themeetinghouse.com

Role
As part of the larger Facilities team, the Events and Rentals Coordinator supports our mission and ministry by assisting the Sr. Events and Rentals coordinator with managing and implementing events and rentals of the facility.

Requirements
• Fully aligned with the message, mission and ministry strategy of The Meeting House
• Maintain and model spiritually thriving relationship with God and passion for Jesus
• Be an advocate for The Meeting House in all interactions with clients
• Professional, articulate, friendly, and punctual
• Excellent customer service skills
• Meticulous and conscientious attention to detail
• Excellent written and verbal communication skills
• Ability to multi-task
• Proficient using Microsoft Word, Excel, PowerPoint, Google Drive, Wrike, Quick Books and social media (Facebook, Twitter)
• Ability to work independently and in a team setting
• Must be physically fit to stand/walk for 8 hours; lift 30 lbs.
• Experience with AV tech is an asset

Responsibilities
• In collaboration, coordinate all details related to outside rentals and events
• Ensure pre-event setup and post-event tear-down are completed according to needs of Rental and the Oakville site
• Proactively work with appropriate Oakville and cross-regional staff to ensure that Rentals and Events do not conflict with any Meeting House events
• In collaboration with accurately processing quotes, signed contracts, insurance certificates, invoices, payments and accounts
• Host events and provide on-the-spot coordination and resolution of client or facility issues
• Coordinate event catering requests and ensure proper standards are followed
• Use social media before, during and after event to promote awareness of our venue
• Ensure clients are using the building in accordance with Meeting House Policies and procedures, and in accordance with the Rental Agreement
• Assist with maintaining the Rentals Website, and social media, including promotion of events
• Act as Fire Warden in case of evacuation
• Other duties, as required

Relationships
Works with the Senior Events and Rentals Coordinator who provides specific day-to-day direction regarding work scheduling and tasks. The Oakville Production & Facility Manager provides general direction. The Senior Coordinator and the Oakville Production & Facility Manager jointly do performance reviews, goal setting and personal support.

What We Offer
You will work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We believe we have been effective at reaching and engaging those who are not into traditional church.

We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best. We offer a competitive benefits and RRSP plan, encourage and support professional development and continued learning, and provide the technological tools required to do the job, including a laptop and smartphone.

_The Meeting House is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs._