

## Coordinator, Facility Bookings & Special Events Internal/External Job Posting

Alexandra Neighbourhood House (member Association of Neighbourhood Houses of BC) is currently seeking an energetic, highly motivated and committed individual to join our administrative team as Coordinator, Facility Bookings & Special Events. The role oversees the day to day operations of our Social Enterprise – Alexandra Retreat & Events Centre, in support of our mission driven activities.

Operating since 1916 Alexandra Neighbourhood House is a non-profit charitable organization located in South Surrey/White Rock area. We are a multi-service social service organization contributing to a 'vibrant, inclusive and caring community'.

The successful candidate will demonstrate a comprehensive understanding of not for profit work and/or social enterprise development, with proven record in the area of sales and promotion. He/she is a key member of our administrative team, and will be required to work collaboratively in course of their work.

### Responsibility:

Reporting to Director, Core Operations, in consultation with Executive Director, the Coordinator, Bookings & Special Events (FB&SE) is responsible for the day to day operations of Alex NH's Social Enterprise activities. The Cdr. FB&SE will oversee facility bookings including rentals, and community driven activities in collaboration with program staff.

Key duties and responsibilities include:

- Market, promote, and evaluate Retreat & Event Centre rentals; familiarity with social media marketing strategies.
- Schedule viewings, process bookings, and liaise with caterers.
- Supervise Custodian (Weekends & Evenings), in collaboration with Property Manager.
- Take lead with in house special events including Alexandra Festival and Holiday Craft Fair
- Create weekly facility schedule, and ensure communication of catering, cleaning, and repair needs to team members.
- Recruit and support volunteers to meet program objectives.
- Develop and monitor financial objectives of Retreat & Event Centre.

### Qualifications:

- 5 years of related work experience, preferably in Social Enterprise and/or facility rental/sales environment; experience in not for profit sector an asset
- Post-secondary education or technical courses in business, not for profit management, finance, business and/or office administration. BA preferred.
- Proficient with Mac OSX, Microsoft Office, Filemaker Pro; experience with In Design, Adobe etc. an asset.
- Proficient with Social Media marketing strategies.
- Team and customer oriented; demonstrated interpersonal skills
- Excellent verbal and written communication skills

This is a **regular part time position** - 28 hrs per week and eligible for group medical and pension benefits. Evening & weekend work required incl. on call. Proposed schedule M, W, Th, F. Flexibility required. Additional hours may be available.

**Compensation:** Band 8, hiring range to Step 3 - 23.94 to 28.31, start date ASAP.

**Email resume and cover letter to:** [pbradley@alexhouse.net](mailto:pbradley@alexhouse.net) (No phone calls please)

**Deadline:** Ongoing until suitable candidate is found, interviews will be scheduled as resumes are submitted.

We thank and acknowledge all applicants, and will proactively contact those selected for interviews.

The Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. We place a high value on diversity, and encourage qualified individuals from all backgrounds and identities to consider applying for the position.