

## Facility Booking Coordinator

30 hours per week

### Role Specifics

- Gather information on each internal and external event, discerning the group and its needs and approving all events in EMS.
- Forward event information to appropriate departments ie. Custodial, tech teams, Harvest Ministries, etc.
- Write Facility Use Agreement forms, contracts and riders, prepare price quotes for external events
- Discernment of space/requirements. Create and revise room layouts for events.
- Respond to telephone and email inquiries regarding room rentals, availability, and stipulations.
- Coordinate appointments and tours of the facility
- Meet in person with each external group at their first event in the building. Serve as the main contact and go-to person.
- Ensure maintenance of accurate statistical records for ministry area activity
- Manage and train volunteers for assistance at concerts
- Train new staff on Event Management System program
- Maintain the Event Management System program
- Prepare monthly event billings
- Participate in all staff meetings, retreats, training and global events

### Qualifications

- Time management skills in handling multiple tasks
- Self-starter with initiative and adept at following through tasks and goals
- Experienced communicator – written and liaison skills
- Team player
- Ability to provide exceptional customer service (internally and externally) through strong ethics and high expectations for quality and serve as liaison with a diverse range of clients on event related matters.
- Be in agreement with the Christian & Missionary Alliance statement of faith and be able to sign the First Alliance Church covenant
- Due to the nature of the role, there may be times the Coordinator must meet with clients outside of scheduled office hours, and attend events on evenings and weekends

### Application Process

Submit a cover letter and resume by email to:

Cathie Hall, Office Administrator

Email: [chall@facalgary.com](mailto:chall@facalgary.com)

*This posting will remain open until a suitable candidate is found.  
You will be contacted if we wish to proceed with an interview process.*