



Facilities Event Coordinator

DATES OF EMPLOYMENT

Approximately May 2025 to August 2025 (8 weeks)

ACCOUNTABILITY:

Report to the Director of Facilities Manager

KEY RESPONSIBILITIES:

Summer Events Coordinator

- Planning and Coordinating teams for summer events
- Oversee set up and tear down teams
- Assist the Connections Team with planning and organization of summer events
- Ensure there is an adequate plan in place for each event with teams set up to put together to event as well as tear down the event.
- Oversee the day-to-day events around the building
- Will have weekly meetings with Facility Manager regarding the week's events and put a plan in place for how to execute the tasks required for each event.
- Ensure the volunteer teams are prepared for any set up and tear down required for the event. This includes having supplies, tables, chairs etc. ready for the teams.
- Support the Facilities Manager in day-to-day tasks
- Assisting in various trades tasks around the building.
- Utilizing some trades skills to repair things around the building.

GENERAL FACILITIES PROGRAMS

- Manage weekly Sunday morning events setups
- Oversee communications with Safety Team
- Various communication duties (social media, website, promotion of Trades programs through internal and external means)

- Various administrative components (scheduling volunteers, running pre-service meetings, etc.)
- Assist with training and recruitment of volunteers
- Assist with the development and arrangement of the facilities schedule

OTHER EVENTS

Attend Staff meetings and Prayer times

COMPENSATION

\$19.15 per hour (inclusive of 4% vacation pay)