

**Position:** Booking Coordinator

**Start Date:** September, 2021

**Salary:** \$20-22/hr

**Hours:** 20 hrs/week

What will you offer?

From soccer registration to community association meetings to blood drives, you ensure there is a safe space for all. As the Bookings Coordinator for Harvest Hills Alliance Church (HHAC), you play an integral part in our administration team. You are often our first point of contact with the public and understand that every interaction is not only to help with their booking needs but is an opportunity to be to others the hands and feet of Jesus.

Your exceptional organizational skills are well used in this role, as you make certain HHAC groups have normal spaces secured and use that information in the coordination of public requests. You liaise with a number of individuals within HHAC, including volunteers, ministry leads and facilities staff to ensure adequate arrangements are made.

HHAC serves the greater northern hills community and individuals with varied backgrounds. As our ideal candidate, you are an exceptional connector and have experience with different cultures, using those experiences to better relate to the diversity of our church and community.

In turn, what can HHAC offer you?

At HHAC we have a supportive work environment where we take the time to know you on an individual level. We understand that your personal life is just as important as your work life, and offer an extremely flexible environment. The hours of this part-time position can be done anytime during office hours of 8:00 am to 4:30 pm, Monday to Friday. In addition, while there is some in-office work, the majority of this position can be done remotely.

### **Responsibilities Include:**

- Booking internal and external room bookings using CCB system
- Liaising with community members to facilitate community usage of church facilities
- Sending out room rental contracts and room usage policies
- Ensuring that HHAC policies regarding facility rentals are adhered to and clearly communicated
- Providing training to staff and ministry leads on how to complete internal bookings on CCB as needed
- Communicating with the Facilities Lead to ensure that adequate ambassador staffing is available for room bookings
- Working and communicating with senior HHAC staff to facilitate booking church-wide events and assist in resolving any potential room booking conflicts
- Working with internal staff and volunteers to coordinate the ministry safe program, ensuring the children of HHAC are well cared for

- Cross-training on office administrator duties to act as a back up for holidays and appointments

**Qualifications Include:**

- Office administration experience
- Office administration education an asset
- Strong computer skills
- Ability to be flexible and adapt to change
- Sound verbal and written communication skills
- Proven ability to function effectively in a team environment
- Strong customer service skills
- Proven experience connecting with individuals from varied cultures and backgrounds
- Ability to be self motivated and work independently
- Must have dependable hardware and internet access when working from home

Applications will be received until August 18 2021.

We would like to thank all applicants for their interest; however, only successful shortlisted candidates will be contacted.

Please submit your cover letter and Resume to [office@hhachurch.com](mailto:office@hhachurch.com)

**\*Please Note, as per HHAC Policy the successful candidate is required to become a member\***