

Events Administrator

Status: Part-time; 25 hours a week

Working Days: Ideally 5 hours per day Monday – Friday, but there are occasional weekends; a spirit of flexibility is expected

About The Meeting House

We feel God is calling us into a new vision: *Introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches.* What does that mean? Through our Meeting House parishes and expressions across Southern Ontario and the Jesus Collective network, our desire is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills, expertise, and heart to this transformation! Check out our website for more details:

www.themeetinghouse.com

Role

The Events Administrator will provide administrative support to the Events team to ensure efficient and effective client communication, provide booking and administrative support to internal and external events, and occasional event support for external events. This individual will be the main hub for all booking inquiries and will manage the booking calendar.

Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to represent The Meeting House well
- Exceptional administrative and organizational skills with a strong attention to detail, and the ability to build and maintain effective systems
- Excellent relational and customer service skills
- Strong computer skills in MS Office, including Word and Excel, and the ability to learn new programs quickly; previous experience with Venue Ops preferred
- Ability to work cooperatively as part of a team and troubleshoot and problem solve independently
- Experience in customer service or hospitality fields would be an asset

Responsibilities

- Be an advocate for The Meeting House in all interactions with clients interacting with kindness and professionalism
- Manage the booking calendar, including initial contact with all external rental inquiries (phone, email and online), and act as the internal booking hub
- Ensure all event inquiries are responded to in a timely manner
- Accurately process quotes, contracts, insurance certificates, invoices, and payments
- Ensure all client contracts and policies are sent and received and filed in a timely manner
- Ensure all digital and paper client and contact files are kept up to date
- Confirm pre-event setup and post-event tear-down is completed
- Be point of contact for internal and external clients
- Approach people and events proactively, always with an eye for how to improve processes and experiences



- Show the building and meeting spaces to clients, as needed
- Provide on-site event support including unlocking building and rooms for clients, ensuring proper signage is displayed and preparing beverages (water, tea, coffee)
- Maintain stock levels of coffee and beverages, and order as needed for events
- Connect with external contractors for cleaning, laundry, and external equipment rentals
- On occasion, fill the role of Event Coordinator for some events as needed
- Other duties, as required

Relationships

Reports to: Events & Rentals Manager

What We Offer

You will lead and 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 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.

Hiring Statement

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At The Meeting House, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.