

## **Events Associate**

Status: Part-time; 25 hours a week, including evenings and weekends; a spirit of flexibility is expected

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### **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](http://www.themeetinghouse.com)

### **Role**

The Events Associate will coordinate and manage external client events, walking alongside the client through planning and execution of events of various sizes and scopes. This role will work within the Events Team to help ensure we provide professional client support through all stages of event planning and execution.

### **Requirements**

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to represent The Meeting House well
- Excellent relational and customer service skills
- Clear communicator
- Highly organized; able to keep track of multiple details and prioritize tasks as needed to support the Events and Rentals team and clients
- 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 in high pace situations
- Must be able to lift up to 23 kg/50 lbs
- 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
- Create and adjust client estimates for events, as needed
- Facilitate client meetings both for technical and event coordination/planning
- Build and maintain freelance event staff list, including scheduling freelance staff for setup, reset, ushering etc.
- Handle event security contracts, including planning and scheduling event security and invoices
- Manage events and client connections on the day of events, including troubleshooting, problem solving, on the go with the aim to meet and exceed client expectations with kindness and professionalism
- Ensure pre-event setup and post-event tear-down are completed according to needs of Rentals and the Oakville parish



- Be the first point of contact for clients during events; always communicating professionally
- Troubleshoot and problem solve creatively and independently
- Approach people and events proactively, always with an eye for how to improve processes and experiences
- Act as Fire Warden in case of evacuation
- 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.