Job Posting
Elgin Roman Catholic Family of Parishes
Casual Hall Coordinator – St. Mary's Parish Hall, West Lorne

Position: Casual Hall Coordinator
Family of Parishes: Elgin Roman Catholic Family of Parishes
Location: St. Mary's Parish Hall, West Lorne
Commitment: hours will vary depending on events and hall bookings
Posting Date: April 18, 2023
Closing Date: May 12, 2023

POSITION SUMMARY:

Reporting to the Business Manager, the Hall Coordinator is responsible for the marketing and promotion of the use of the hall, event planning, scheduling, ensuring set-up, clean up and the overall general oversight of running of the St. Mary's Parish Hall in West Lorne. The Hall is used for both Parish events and public rentals.

SUMMARY OF DUTIES:

- Conduct initial meeting (phone, email, in-person) with potential clients to assess their event needs- whether they are parish events or public events. Updating the parish calendar for use of the space as necessary.
- Work with main parish office and SM Ladies Group to determine requirements for funeral receptions.
- Prepare the contract between St. Mary's Hall and client for use of facilities.
- Once the contract with the client has been finalized and signed, prepare plans to get ready for the event.
- Collection of client deposits and final payments.
- Ensuring that the client has the proper liability coverage and liquor license.
- Assist with procurement of a Smart Serve Certified bartender(s).
- Prepare the necessary orders for event supplies and accept deliveries for supplies ordered.
- Checking that all bills are reviewed and submitted for payment in a timely manner.
- Working with caterers and decorators who may be hired by the client.
- Working with the custodian in the setting up of tables and chairs according to the client's requirements.
- Set-up of the sound system if needed.
- Unlocking doors to let client in and locking doors after the event has ended.
- Supervising for the duration of the event (as needed)
- Working with the custodian to take down the tables and chairs, sound system, etc. following the event.
- Advising the business manager or custodian of any required deficiencies, repairs or maintenance.
- Looking at opportunities to promote and market the hall and to bring in additional business.

QUALIFICATIONS AND REQUIREMENTS:

- Advanced event planning and organizational skills
- Excellent customer service, networking, verbal and written communication skills
- Able to work independently, creatively problem solve and address customer concerns in a timely and pleasant manner. Must be able to effectively multi-task and prioritize tasks.
- Approachable and adept at working collaboratively with contractors, parish groups, staff and volunteers.
- Efficient computer skills and familiarity with Office365 including programs such as outlook, shared calendars, excel and word.
- Must have reliable transportation to attend the workplace as required.
- Willingness and ability to work a changing and variable schedule based on event bookings at the hall. This will include weekend, evening and night hours.

Compensation: will be in keeping with the Diocese of London recommended salary scale and will be based on education and prior related experience.
Vacation – 4% of wages and time off will be unpaid when taken and based on the employment standards act.

Submit your resume along with 3 work related references to dmanners@dol.ca

Douglas Manners
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20 Morrison Drive
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We thank all who apply to this position for their interest, however, only those selected for an interview will be contacted.