

CHEAKAMUS CENTRE

nature is in session

Education Booking Coordinator

OVERVIEW

The Education Booking Coordinator (EBC) performs administrative and sales activities designed to drive education group business. The EBC builds relationships with schools, colleges, universities and the broader education community; actively participates in sales activities to achieve targets; and provides administrative support to program and operations departments. The ideal candidate has strong organizational, written, and verbal communication skills, an eye for detail, and the ability to multi-task in a dynamic sales office. An excellent opportunity for an energetic and bright individual with a passion for growing our environmental and cultural programs.

PRIMARY DUTIES AND RESPONSIBILITIES

Duties and responsibilities include, but are not limited to:

- Building strong relationships with key education accounts and establishing new strategic accounts
- Maintaining up-to-date accounts using CRM software, online shared calendars and client files
- Monitoring, tracking and reporting out on availability in calendar; targeting groups to fill spaces
- Participating in trade shows, info sessions, education fairs, teacher workshops; leading campus tours
- Assisting in the development of sales collateral, annual budgets and sales plans
- Performing office administrative duties including but not limited to: compiling sales kits, coordinating trade show materials, filing, copying, maintaining office supplies and equipment; office reception
- Creating and reporting out on weekly, monthly and annual financial and statistical reports
- Assisting in creating and optimizing the yearly school calendar

As a key member of the Cheakamus sales team, you will meet the following criteria:

- Business Administration diploma or equivalent in sales and/or administrative experience
- Detailed-oriented, multi-tasker with strong organizational and communication skills
- A fast learner who is goal-oriented and self-motivated engaging presenter with excellent customer service skills
- Technologically inclined; able to learn new software and programs quickly
- Ability to manage and grow client relationships

Full time

HOURS & JOB TERM

This is a full time continuing position. Office hours are generally Monday to Friday from 8:30am-4:30pm.

JOB LOCATION

Cheakamus Centre, Brackendale, BC (near Squamish)

COMPENSATION

Base starting salary \$38,000 (salary flexible based on experience level)

APPLICATION DEADLINE

Posting will remain open until filled

ABOUT US

Cheakamus Centre is a unique environmental learning centre designed to provide exceptional learning and hospitality experiences inspired by nature. Situated on 165 hectares of ecological reserve in the Cheakamus River Valley near Squamish, BC, the centre is seeking experienced, highly motivated environmental education enthusiasts to support our Outdoor School and Field School programs and activities.

To apply for this position, please send cover letter and resume to: jobs@cheakamuscentre.ca