CHEAKAMUS CENTRE

nature is in session

WEDDING AND EVENT COORDINATOR

OVERVIEW

Cheakamus Centre's mission is to provide exceptional environmental and Indigenous cultural learning experiences on its 165-ha ecological preserve located in Brackendale. The sales and events team hosts events year-round with facility rental proceeds directly supporting Cheakamus Centre's conservation activities and outdoor education programs for children and youth.

The Wedding and Event Coordinator is responsible for all on and off-site Wedding and Special Events. Under the direction of the Sales and Events Manager, this position works closely with the operating and programming departments to execute the facility's varied services and fulfilling guest expectations. The WEC is responsible to manage all special events staff, administrative duties, operational duties and most importantly, to create an incredible experience for all Cheakamus Centre guests. The Wedding and Event Coordinator will need to have a flexible schedule which may include night shifts, weekend duties and overnight supervision.

PRIMARY DUTIES AND RESPONSIBILITIES WILL INCLUDE BUT NOT LIMITED TO:

- Work with all Wedding & Special Event clients from proposal to final invoice, including all confirmations, logistics, and staffing
- Responsible for recruitment, training, schedules and task lists for all Events Staff
- Work with all Special Event clients following Cheakamus Centre standards
- Work with the Sales Manager to maximize financial opportunities and foster business growth
- Responsible for administrational duties such as payroll, procedure updates, manual audits, menu development, etc.
- Produce & distribute all event orders for Weddings and Special Events to ensure effective delivery of customer expectations to food & beverage department, maintenance department and programming department
- Assist with site tours with prospective clients following Cheakamus Centre standards
- Responsible to create reports for monthly, quarterly and annual meetings
- Assist the Sales Manager and accounting departments with invoice information and other related documentation
- Ensure prompt and courteous service to exceed the clients expectations
- Attend and represent Cheakamus Centre at industry trade events and other promotional events as required
- Attend, participate and take minutes at regular Cheakamus Centre team meetings
- Act as key onsite contact for event suppliers and catering related contractors
- Responsible for the order and pick-up of liquor/beer/wine, office supplies, soda/juices and other required supplies for events not provided by other departments

- This role will work closely with the Banquet and Event Coordinator to ensure all F&B related services run according to CC standards

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 2 years experience in an event planning role with a preference for on and off-site catering
- Experience with basic design software or CRM systems valuable
- Excellent computer skills
- Excellent communication and service skills
- Demonstrated ability to work in fast paced environment
- Demonstrated multi-tasking skills
- Demonstrated ability to work autonomously as well as the leadership skills to develop a team.

JOB LOCATION
Cheakamus Centre, Brackendale, BC. Opportunity for a flexible work schedule including on and off site work days.
www.cheakamuscentre.ca

COMPENSATION
$50,000 - $55,000 based on experience.
In addition to salary, we offer extended benefits and discounts with Listel properties in Whistler and Vancouver.

JOB TERM
Full-time

APPLICATION DEADLINE
Until filled

APPLICATION PROCESS
Please email a cover letter stating why you are the best person for this opportunity and how you would be a great addition to our team, along with your resume to: jason@cheakamuscentre.ca

Please include 'Wedding & Event Coordinator' in the subject line of your email.

We thank you for your interest in employment with Cheakamus Centre. Please note that only those selected for an interview will be contacted.