

JOB POSTING – Activities Coordinator

The Mayne Island Community Centre Society is seeking an activities coordinator to promote and manage event bookings and programs offered at the centre. Reporting to the board of directors, the coordinator is the first point of contact and liaison for all aspects of the centre's operations.

Application Closing Date: November 12, 2018 at 4:30pm

Position Start Date: December 2018

Hours of Work: Flexible; approximately 20-30 hours per month with seasonal variation.

Wage: \$600 per month

Job Duties and Responsibilities:

- Promote and market the centre's facilities and programs to members and the public
- Act as the main contact person for members, instructors, current and prospective event hosts; troubleshoot and problem solve when issues arise.
- Maintain and coordinate user bookings; manage the calendar and website; monitor and respond to email and phone requests promptly
- Provide administrative support to the board of directors as well as advise on operational issues as requested
- Manage and operate the centre's equipment; liaise with facilities caretakers when necessary
- Other duties as required

Qualifications:

- Demonstrated organization, time and general management skills
- Excellent written and verbal communication skills
- Administration, record keeping and document management skills
- Ability to work independently and show initiative
- Friendly and approachable personality, team player, reliable and dependable
- Ability to bend and lift up to 50 lbs
- Foodsafe, Serving it Right, First Aid are assets

To Apply:

Email resume and expression of interest to jonmayneisland@gmail.com