

# Facility and Events Coordinator

*To provide leadership to the use of SPL's facility in support of the mission and vision of the church.*

## Summary

The Facility and Events Coordinator supports the use of the SPL facility so that it is a welcoming space for congregants and community groups.

This requires:

- coordinating use of the facility and grounds;
- supporting events and Sunday services.

## Profile

Role Description: Facility and Events Coordinator

Type of Position: Part-time (up to 20h/week)  
1 year renewable contract

Location: On-site at least 3d/week

Scheduling: Schedule includes Sunday mornings. After-hours and weekend work may be expected for some events. Major events include holidays (i.e. Easter, Advent, Christmas Eve) and are part of employees' work schedule.

Reporting: To Executive Director  
Liaise with the Facility Team / Facility Team Manager

## Key Expectations and Responsibilities

**To nurture the long-term stewardship of facilities at SPL by:**

- being aware of how ministry leaders, congregants, and community members are using and/or are hoping to use the space to support the mission, vision, and values of SPL;
- facilitating a plan for identifying short, medium, and long-term needs for facility care and renewal (including A/V) for review by the Facility Committee;
- working closely with the Facility Committee to implement any plans for facility care and renewal.

**To create and maintain a welcoming space at SPL by;**

- coordinating all bookings and any related communications;
- ensuring COVID safety protocols are regularly updated in compliance with Durham Region Public health and communicated to staff, volunteers, and groups using the facility;
- ensuring all procedures and policies are up to date, are in alignment with insurance requirements, and are communicated with those booking the building;
- manage building access codes and distribution of keys;
- arranging for all cleaning, including supervising custodial staff;
- assisting with costing and budgeting of all maintenance plans;

- ordering cleaning supplies as needed;
- covering reception as needed;
- other activities as needed.

To **support events and Sunday in-person services** at SPL by:

- identifying set-up and take-down needs and developing a plan for those;
- coordinating or working with volunteers needed;
- ensuring the building is ready and comfortable for use

To **support funerals** at SPL by:

- liaising with the volunteer funeral support team leaders;
- liaising with clergy and funeral homes as needed;
- ensuring SPL staff are fully informed of events.

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## **Profile**

- Resonates with SPL's values of Jesus-centred, prayerful, authentic, and all-in;
- Proactive;
- Loves supporting ministries behind the scenes;
- Teachable with a willingness to receive feedback for growth;
- Follows-through on commitments, schedules, and deadlines;
- Is willing to take on additional responsibilities as needed.

## **Qualifications and Experience**

- Strong organizational skills;
- Strong interpersonal skills;
- Familiarity with building and events coordination is a plus;
- Post-secondary education is preferred.

To apply, please email your resumé to the SPL office: [reception@saintpauls.ca](mailto:reception@saintpauls.ca).