

Wedding Coordinator (Part Time/Casual)

About Easter Seals Alberta:

Inspiring Potential. Building Community. Enriching Lives.

Our mission is to provide services that foster inclusion, independence and recreation for individuals with disabilities and medical conditions.

For 70 years, Easter Seals Alberta has supported individuals with disabilities and medical conditions. We strive to ensure that the resources they need for an independent and full life are available.

Position Overview:

Easter Seals Alberta's Camp Horizon is looking for an energetic, outgoing, fun-loving extravert to join our team as the Wedding Coordinator! This job is a one-of-a-kind opportunity to have fun in the planning and execution of beautiful weddings and helping to bring dreams to life for our clients. This position also has the ability to set your own hours and maintain your own schedule.

Key Responsibilities:

- Provide accurate and timely information about Easter Seals Alberta and Camp Horizon by responding to customer inquiries by e-mail, Wedding Wire, and by phone;
- Oversee event set-up ensuring that all details in the event contract are executed as agreed-upon;
- Manage all logistics of assigned events, including day-of execution;
- Organize and develop event timelines;
- Follow-up with clients' post-event to elicit feedback on their Easter Seals Camp Horizon experience;
- Manage relationships with event organizers, vendors, primary contacts, and attendees from the initial reservation through to event execution by providing them with prompt and helpful responses to inquiries or addressing customer concerns;
- Conduct site tours to potential booking groups.

What You'll Require:

- Strong written and verbal communication skills;
- Excellent time management skills;
- Exceptional self-organizational skills;
- Highly self-motivated;
- Ability to manage and prioritize tasks;
- Being proactive and action oriented with an attention to detail;

- Excellent interpersonal, collaborative, and customer service skills;
- Computer literacy, including effective working skills with MS Word, e-mail and internet navigation;
- Available to work evenings and weekends;
- Willingness to take initiative and go the extra mile.

A job at Easter Seals Camp Horizon is a rewarding experience and offers an exceptional place to work. Easter Seals Alberta's Camp Horizon is just minutes away from great hiking, biking and cross-country ski trails. We are also only 30-40 minutes from Calgary making it the best of both worlds.

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.

This position will remain open until a suitable candidate is found.

For more information about Easter Seals Alberta's Camp Horizon go to www.easterseals.ab.ca.

To apply, email your resume and cover letter to:

Meghan Dart, Programs Coordinator

Meghan@easterseals.ab.ca