

Wedding and Bookings Coordinator

Easter Seals Alberta is a provincial not-for-profit organization that has been in existence for 70 years. Our mission is to provide services that foster inclusion, independence and recreation for individuals with disabilities and medical conditions. We strive to ensure that the resources Albertans need for an independent and full life are available.

Easter Seals fosters a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued to reflect the people we serve.

We have an immediate opening for *Wedding and Bookings Coordinator* who will be responsible for overseeing wedding and facility bookings at Camp Horizon located in the beautiful Kananaskis Country near Bragg Creek. Reporting to the Programs Manager, the successful candidate will plan and execute beautiful weddings to help fulfill dreams for our clients. The successful candidate will also manage many of the day-to-day responsibilities involved with the facility booking process at our beautiful camp in Kananaskis Country.

Primary Responsibilities:

Weddings:

- 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.

Camp Horizon Program Bookings:

- Manage new booking requests and Camp Horizon booking calendar
- Develop group booking schedules with program delivery staff
- Create online registration through Camp Brain for summer and year round camps
- Manage communications with all bookings

- Collaborate with Program Delivery and Camp Horizon Facility staff to prepare camp for upcoming bookings.
- Distribute announcements/notifications through Camp Brain mailing system as required
- Process camp invoices: GL coding and sending to the accounting department for processing
- Review and update our current booking process and package as required
- Other duties as assigned.

Qualifications

- Previous experience planning and executing weddings
- Previous administrative experience preferably with scheduling and program bookings
- Excellent interpersonal, collaborative, and customer service skills;
- Strong written and verbal communication skills
- Ability to manage and prioritize tasks;
- Excellent, clear communication (oral and written), organizational, and time management skills
- Highly self-motivated;
- Being proactive and action oriented with an attention to detail;
- Computer literacy, including effective working skills with MS Word, e-mail and internet navigation;
- Willingness to take initiative and go the extra mile.
- Proven and demonstrated experience in creating and scaling innovative service projects
- Knowledge of working with individuals with disabilities and medical conditions is an asset
- Previous experience working in a not-for-profit is an asset
- Ability to be discreet and maintain confidentiality
- Ability to meet defined deadlines and work in a fast-paced environment

Other:

- The Bookings Coordinator is a full time position (40 hours/week) and reports to our Programs Manager.
- Schedule as agreed upon by your supervisor. Must be available to work evenings and weekends.
- This position will require a mix of remote work and in office at Camp Horizon.

Conditions of Employment

- Satisfactory completion of a police and vulnerable sector check
- Compliance with all Camp Horizons COVID-19 policies and procedures

What we Have to Offer:

- Full Benefit Plan
- Employer Matched RRSP
- Fun, dynamic team culture
- An opportunity to continually grow and learn
- Ability to make a difference into the lives of others

How to Apply:

- **Forward resume and cover letter to hr@easterseals.ab.ca with *Wedding and Bookings Coordinator* in the subject of the email**

We thank all applicants for their interest. Only those selected for interviews will be contacted.

Closing date: August 5th or until a suitable candidate is found