



JOB TITLE Facilities Coordinator

LOCATION Christ Church Cathedral, Cincinnati

CONTACT Interested persons should email Carine DeLange at cdelange@cccath.org. Please include resume/work history for consideration.

This individual will be responsible for planning, organizing, managing, and coordinating various types of events at Christ Church Cathedral. This person will maintain inventory of event supplies; cover front desk and assist with janitorial duties as needed.

This individual will be the main contact for events, and will negotiate contracts and answer questions of customers.

In addition, this person will:

- Act as wedding and funeral coordinator
- Identify the requirements and expectations for each event
- Listen attentively to customer requests and keep records of these requests
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order
- Manage all event set-up, tear down, and follow-up processes
- Manage events calendar
- Help identify other staffing needs for events
- Book building space for weddings, funerals, receptions, concerts, etc.
- Conduct final inspections on the day of the event to ensure everything adheres to Cathedral standards.
- Create standardized room setups for each room in the cathedral
- Organize audiovisual equipment in advance
- Be present at events to address issues/answer questions
- Assess an event's overall success and submit findings. Work with bookkeeper to ensure invoices if needed is sent out
- Order all supplies needed for events and general hospitality. Keep all such supplies organized and stocked

Other tasks and duties based upon need.

KNOWLEDGE and/or EXPERIENCE

- 3 years of event planning experience
- Inventory control management experience

JOB SPECIFIC COMPETENCIES

Advanced written and oral communication skills
Being a motivated, self-starter

Excellent communication and interpersonal skills
Negotiating contracts with clients and service providers
The ability to multitask efficiently
Creative thinking and problem solving
Identifying and solving problems for clients
Selecting the best price for products and services

COMPUTER SKILLS

MS Office, email, web ordering

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Employee needs to be able to pick up 40 pounds.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

WORK SCHEDULE

This is a full-time position. Days and hours of work are based on building events and coverage for desk and janitorial staff.

TRAVEL REQUIRED

Limited travel is expected for this position.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.