

BFUU Event Space Coordinator Job Description

Purpose: To promote and facilitate the daily scheduling of building use at BFUU

❖ Hours, Starting Salary, Status, and Benefits:

- 10+ hrs/wk | \$18-\$20/hr Non-Exempt employee | 10 days PTO, prorated

Job Duties:

❖ Promotion of Building Use:

- Proactively advertises event spaces in person, via telephone, email, and other appropriate sales channels.
- Promotes events on websites, Facebook, etc. and produces promotional material for events.
- Promotes and generates building use.

❖ Administration of Building Use:

- Schedules reservations, produces and maintains contracts, and processes payments for building use.
- Informs building users of policy, rate or other changes.
- Maintains church online calendar in accordance with changes in building use schedule.
- Answers phone & email inquiries regarding building use and other activities at BFUU
- Provides Customer Service to members and general public regarding building use and other information.
- Produces and distributes weekly calendar of building use to staff and general public.
- Informs and updates Minister, Office Administrator, Building Manager, and Sexton regarding building use.

- Posts weekly events on wayside pulpit, bulletin boards throughout building, and electronic sites.
- Prepares materials for bookkeeper, (invoices, building use payments, etc.)
- Assist Office Coordinator in sorting and distributing mail, as needed.

❖ Facility Management:

- Oversees supply, issuance, and return of keys.
- Manages Sexton
- Inspects facilities daily and report emergencies or other maintenance needs to building manager

❖ Promote and Support BFUU Community:

- Direct public rooms users to appropriate committees when values or work is shared with BFUU, facilitate organizational relationships.
- Facilitate connections between public rooms users who share goals or practices with each other.
- Contribute input on aesthetics of facilities.
- Creates reports and graphs on building usage for the Building and Grounds committee as requested.
- Other duties assigned.

Roles and Responsibilities: The Event Space Coordinator reports to and is directly supervised by the Staff Supervisor, and is responsible to the Board of Trustees and its designee/s (e.g., BFUU committees)

Job Specifications and Qualifications: A Bachelors' degree or equivalent is sought, but not required. Experience in sales, marketing, and/or facilities management preferred. Must have above average computer skills, Mac experience, and experience and competency with MS and google products, open-source and proprietary scheduling software. Experience with databases or HTML a plus. An ability to communicate effectively, a "can-do" attitude, and an entrepreneurial spirit are desired. We seek someone able to handle a high volume of information in a busy office setting along with willingness to change, learn and grow as technological, procedural, and organizational changes occur. The person in this position must be able to climb stairs and lift a minimum of 20 lbs. Remote and in-person at Berkeley CA location.

NOTE: Position offered on three-month trial basis, after which assessment by both parties whether to continue employment will take place. Performance review and evaluation to occur after third month of service and annually thereafter.

SEND RESUME AND REFERENCES TO: jobs@bfuu.org. Apply by **October 10, 2022**.