

Venue Rental & Office Support Specialist

St. Hagop Armenian Church in Pinellas Park, FL, seeks a motivated, self-directed, and energetic individual to coordinate the rentals of its beautiful venue; *Shahnasarian Hall* and to provide support in the church office. Some on-site evening and weekend work will be required, so a flexible schedule is necessary. Venue rentals & church office support position may be split into two part-time jobs.

Date Posted: 08/31/17

Compensation: \$32,000 - \$37,000

Benefits: Vacation, paid sick leave, flextime benefits for full time workers

Position Type: Full time with flexible working schedule (part time will be considered).

Start Date: September 2017

Essential Responsibilities and Functions:

Venue Rentals Coordination & Marketing (approximately 2/3 of the responsibilities)

- Respond to all hall event rental inquiries and show the hall to prospective customers in a professional manner.
- Manage and organize the hall event rental calendar in coordination with church activity.
- Organize and schedule support staff around events; i.e. hall representative and cleaning staff.
- Facilitate signing of contracts, payments, collections and settlement pre and post event.
- Maintain contact with preferred providers and vendors (e.g. event planners, coordinators, caterers, servers, etc.) to help promote our venue.
- Coordinate special promotional activities such as Bridal Shows and other functions.
- Oversee the expense and revenue associated with each event, and develop monthly spreadsheet reports for the management committee.
- Research and execute basic marketing plans for venue. Update websites, social media posts, and other Internet presence.

Office Support (approximately 1/3 of the responsibilities)

- Respond to phone inquiries and walk-in guests with professionalism, warmth, and sincerity.
- Manage the church office (i.e., supply and equipment needs, files, phones, mail, etc.). Also, oversee its buildings and equipments are properly maintained.
- Maintain and update the church contact database.
- Post entries and transactions into the church QuickBooks system. Generate QuickBooks monthly financial reports, and enter payment invoices for approval by treasurer.
- Produce weekly church eblast & bulletins; occasionally draft announcements, and support the production of an annual report.
- Produce quarterly church newsletter.
- Provide administrative and logistical support to the pastor (and parish council) as needed.

Qualifications

Knowledge, Skills and Abilities

- Strong organizational skills, along with ability to independently plan and multi-task.
- Excellent verbal and written communication skills (with management, customers and vendors).
- Effective interpersonal skills and ability to work with diverse groups, including church volunteers, in a professional, approachable, and positive manner.
- Demonstrated knowledge of general sales, marketing and customer service.
- Computer literate and proficient in Office software.
- Proficiency in Social Media, content creation and online research.
- Team player with a collaborative personality, but able to work independently.

Desired Background, Education and Experience

- Associate's or Bachelor's degree in Business, Marketing, Communications, or related field.
- Basic knowledge of QuickBooks, or ability to learn quickly.
- Experience in sales, marketing, event industry or customer service is preferred.
- Ability to implement effective marketing tactics in a non-profit environment.