

BAYVIEW HALL COORDINATOR/ADMINISTRATIVE ASSISTANT

Job Description

Job Brief

The coordinator for Bayview Hall is responsible for the promotion of hall rentals and the step by step rental process, with onsite management of the hall during events. This role supports the fundraising efforts of the department through organization, communication, and the coordination of resources. Clerical and administrative functions are secondary, but essential to the efficient operation of the department. This role supports the administrative and operational officers through organization, communication, scheduling, reporting, and coordination of department activities.

Key Responsibilities

1. Hall Rentals

- **Maintain hall website with upgrades as needed**
- **Receive phone calls and meet with prospective clients to coordinate bookings**
- **Prepare contracts, collect deposits, and issue invoices**
- **Schedule events on the department calendar**
- **Coordinate facility set-up and cleanliness before and after events**
- **Be available at least the first 1-2 hours of the event for questions and trouble shooting**
- **Have a working knowledge of the AV equipment and assist with connecting devices to the system**
- **Generate purchase order for refund of the security deposit and coordinate with the Treasurer for refund of said deposit**
- **Mail refund to client with the final statement**

- Generate and send letters if deposit is not refunded with reason(s) why deposit is being held
- Close event folder
- Actively promote and advertise the Bayview Hall facility for potential rentals at community events, in bulletins, newsletters, etc.
- Ensure the hall is set up the second Tuesday of the month for Bingo

2. Administrative Office Support

- Support and facilitate the completion of various departmental reports
- Organize and maintain filing system involving member applications and training records
- Monitor office supply levels and replacement schedules and order as needed
- Compile monthly statistical reports as requested and post to designated areas as instructed
- Utilize Google Suite for administration and organizational functions

3. Financial and Record Keeping Support

- Perform annual budget data entry and maintain supporting records
- Enter and maintain data in the department's primary database, including equipment inventory records

4. Communications and Public Information

- Draft correspondence on behalf of the Chief, Board of Directors Chairperson, and President as needed

5. Additional Duties

- Maintain internal calendars and weekly check-off records
- Perform other duties as assigned in support of overall department operations and administration

Requirements

- Proven work experience as an administrative assistant/secretary
- Strong typing skills and general computer proficiency
- Familiarization with office organization and administrative best practices
- Ability to multitask and manage time efficiently
- Excellent verbal and written communication skills
- Ability to demonstrate integrity and professionalism
- Proficient with Microsoft Office applications, including Word and Excel, as well as Google Suite
- Flexible schedule

Compensation

- \$25.00 per hour on an as needed basis – up to 20 hours per week
- 10% commission on all paid hall rentals
- You will receive a 1099 for earnings