

HOLLYHOCK

Position: Events Coordinator

Reports to: Events Manager

Start Date: April 2022

Hours and Location: 24-32 hours/week, Seasonal (April - October), on Cortes Island

Starting Wage: \$17/hour

ABOUT US

Hollyhock exists to inspire, nourish, and support people who are making the world better. We host over 100 personal and professional development programs each year, immersing our staff in a culture of connection, personal growth, and progressive social change.

Our oceanfront Cortes Island campus rests in the traditional territories of the Klahoose, Tla'amin, and Homalco Nations; we are committed to renewing and improving our relationships with these First Nations peoples.

Our campus boasts rustic accommodations, seasonal meals, yoga, bodywork, a world-famous garden, hot tubs, and a network of nature trails through our campus and connecting to nearby parks. Hollyhock staff receive discounts on all of our services and meals, and the opportunity to experience a complimentary Hollyhock program.

We believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

The Events team ensures the smooth delivery of 100+ Hollyhock programs, groups and special events on our island campus, by providing the support, tools and services our Presenters need to create a world-class retreat experience for our guests.

Reporting to the Events Manager, the Events Coordinator confirms, communicates and chronicles the needs of our Presenters and facilitators with our other campus operations teams.

The Events team is responsible for following all safety guidelines set out in the Hollyhock Safety Plan to ensure a safe environment for guests & staff. These guidelines include cleaning & hygiene, physical distancing and wearing a mask or other PPE when required.

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KEY RESPONSIBILITIES

- Support administration and communication for all on campus events
- For Programs, maintain support communications with Presenters during their programs, to ensure an excellent program & campus experience
- Create & post promotional materials for special campus events.
- Prepare & update welcome folders for Presenters, Conference Producers & Group Facilitators
- Maintain and update Program Presenter files.
- Administer & archive onsite feedback forms.
- Collaborate with housekeeping and guest service departments for special program and Presenter accommodation needs.
- Other duties as required
- Scheduled for a varied work schedule including weekends, evenings and statutory holidays. Flexibility and adaptability to changing needs are essential.
- The successful candidate must be legally able to work in Canada and enjoy living in a remote setting

SKILLS & QUALIFICATIONS

- Leads with calm, accuracy and remains solutions-focused in a busy environment
 - Demonstrated initiative and excellent decision-making and in verbal and written communication skills
 - Ability to provide safe setup of Program spaces (as needed), including repetitive lifting of chairs, backjacks, and other supplies
 - Ability to complete tasks to tight deadlines and adapt to new and sometimes stressful situations as they arise
 - Background in marketing and event coordination a strong asset
 - Enjoys regular public speaking
 - Experience with G-Suite (Gmail, GDrive, Calendar, etc), WordPress
 - Valid BC Driver's licence
 - Comfortable with tech platforms such as Zoom, Slack, and Asana
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APPLY

Please apply using the online form at hollyhock.ca/jobs
You will have an opportunity to upload your resume and cover letter.

This position is open until it is filled. Please get your application in as soon as possible. Only short-listed candidates will be contacted.