

**Canadian Mennonite University invites applications for:**

**Hosting Coordinator – Full time**

The Hosting Coordinator will have primary responsibility in coordinating rental bookings and the booking of space and provide hosting support to various meetings and gatherings staged on campus. Required skills include; detailed record keeping, ability to actively contribute to the work in the assigned area of responsibility, strong inter-personal skills in relating to clients, support staff, colleagues, students, and faculty in a positive, friendly and effective way.

**Responsibilities:**

- Process requests for external and internal groups or individuals for the renting of facilities, accommodations and food services and assure that agreed upon arrangements are in place at the time that the rental group arrives on campus
- Coordinate and on occasion assist the cleaning of and preparation of accommodations for guests before and after using CMU facilities
- Responsible to keep key individuals informed on a regular basis about upcoming events and bookings and to liaise with academic administration to coordinate classroom scheduling
- Promote the use of CMU's facilities, provide quotes in advance, invoice rental groups and monitor collection of accounts
- Provide tours to prospective client groups through the facilities
- Will assist the Hosting Manager during the summer season events and conferences
- Assist with hiring, supervising and evaluating Student Employment Program Staff
- Plan and implement training for student employment and summer staff
- Assist with set-up/clean-up for CMU functions
- Willing and available to work varied hours as required

**Qualifications:**

- A commitment to the Christian church, ability to empathize and engage effectively with CMU and its church constituency, and to be supportive of CMU's mission, purposes and programs
- Some related post-secondary education is desirable
- Experience in the hospitality industry including some supervisory responsibility is preferred
- Strong interpersonal skills in relating to external clients, support staff, colleagues, students, and faculty in a positive, friendly and effective way
- Ability to handle stress created by the demands of a myriad of user groups
- Strong organizational and multi-tasking skills with high attention to detail
- Proficient in the use of computer software and database programs
- Capable of understanding and working with applicable cleaning chemicals
- Must have the physical ability to lift and carry furnishings required to set up events

This position reports to the Hosting Manager.

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications will be reviewed upon receipt and will be accepted until this position is filled. Applicants should email a resume (PDF or Word document) along with the names of three references, in confidence to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca) or to Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd. Winnipeg, MB R3P 2N2