



Conference Services Assistant

The mission of Columbia Bible College is to equip people for a life of discipleship, ministry, and leadership in service to the church and community.

Department:	Conferences
Faculty/Staff/Management:	Staff – non management
Load/Rate:	75% (30 hours/week); \$18 - \$20/hr

Job Purpose

Conference Services Assistant position provides customer service support in the Columbia Bible College Conferences and Campus Rentals Department in relationship to internal and external clients. Works cooperatively with the Director of Conferences and Campus Rentals (referred to as to serve the needs of Conference guests, ensuring the guest’s events are enjoyable in all ways). Overall, delivers the College’s mission through a serving example.

Duties and Responsibilities

This Conference Services Assistant will assist the Director of Conferences and Campus Rentals with all aspects of booking, giving tours, taking information from groups and maintaining the Conferences Calendar. The Assistant will provide administration along with a variety of backup responsibilities to our summer Conference staff (hosting service, greeting groups, handing out dorm keys, doing setup & take down in meeting rooms, etc. as required).

Other duties as assigned by the Director of Conferences and Campus Rentals.

Character & Attitude:

1. Have a great attitude, friendly, show love to people.
2. Be self-motivated.
3. Show pride in your work.
4. Responsible to actively participate in set up and physical layout to meet the client’s needs and agreed requirements.
5. Responsible to work in a respectful cooperative style, sharing equally the assignments and duties with others.
6. Be prepared to work flexible shift work and weekends as required, as well as Statutory Holidays.

Schedule "A"

Qualifications

A. Education

- One year post-secondary education.

B. Experience

- 1-2 years general house-keeping experience. Christian retreat or camp experience preferred but not mandatory. Some previous work experience is mandatory.
- WHMIS certificate an asset.

C. Skills

- Able to understand and follow safety procedures.
- Able to understand & follow verbal instructions.
- Able to operate vacuums and other related equipment.
- Able to safely use cleaning equipment and supplies.

D. Abilities

- Ability to work with scheduled events and/or facilities usage. Ability to work with multiple planned, organized programs and activities at one time.
- Ability to foster a cooperative work environment.
- Ability to communicate both written and orally.

E. Personal

- Warm-hearted, committed, dedicated and mature Christian with a keen desire to serve in work, church, family and community.
- Impeccable character and reputation; as well as a pleasant personality with a positive and progressive outlook in the midst of a busy and challenging atmosphere.

F. Expectations

- Agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith, and Responsibilities of Community Membership Statement.
- Aspire to the Staff & Faculty Attributes, demonstrating a mature character.
- Maintain membership in good standing in a local BCMB or MCBC church.

Working Conditions

- Variable work environments on campus. Office, dorms, dining room, campus grounds, gymnasium, etc..
- Availability to work flexible shifts, with potential work on weekends/statutory holidays and evenings.

Physical Requirements

- Good physical health required.
Normally requires moderate physical activity as well as handling average weight objects up to 50kg.

Schedule "A"

Statement of Relationships

The Conference Services Assistant reports to the Director of Conferences and Campus Rentals.

The Conference Services Assistant may supervise students or casual workers when needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Grid Classification:	
Date Approved by HR Committee:	
Reviewed:	