

# GET YOUR DREAM JOB THIS SUMMER!

## EVENTS COORDINATOR (SEASONAL)

Stewart Creek is looking for a detail-oriented person who will assist in the preparation and execution of weddings and special events held at Stewart Creek. In this position, and as part of the SC Events Team, you will work closely with clients to understand their vision and preferences and then use your organizational skills to plan and coordinate all aspects of the venue's role in hosting the special event. Creating and maintaining all detailed timelines and checklists while communicating with the other departments at Stewart Creek is essential in this role. You will also be expected to communicate effectively with clients and vendors and troubleshoot any issues that may arise during the planning process.

### Duties & Responsibility:

- Coordinate and manage all aspects of the wedding planning process for the venue's role including communicating the client's requests with the Stewart Creek team and vendors.
- Creating Banquet Event Orders (BEO) that are clear and informative for the Stewart Creek team to ensure all aspects of the wedding are executed efficiently and flawlessly.
- Creating and maintaining a relationship with the clients from the beginning of communication.
- Ensuring all guests feel welcomed as they step into Stewart Creek and help with any questions that may arise.
- Handle any unexpected issues or emergencies that may arise during the wedding day with a calm manner. Ensuring the wedding day runs smoothly and accordingly to the client's vision.
- Communicating any last-minute changes with all managers involved with the wedding.
- Introduce future clients with a cheerful manner to our reception space, and ceremony space while being knowledgeable about Stewart Creek's policies and procedures.

### Required Skills:

- Excellent organizational and time management skills
- Ability to manage multiple tasks and priorities
- Written and verbal communication skills
- A basic understanding of the wedding industry and knowledge of wedding traditions and customs
- Proven work experience as a Event Coordinator or similar role
- Attention to detail and problem-solving skills
- Proficient in Microsoft Office, Outlook, Powerpoint, Excel spreadsheets
- Ability to work flexible hours, including evenings and weekends

### Specialized Training:

- Bachelor's degree in hospitality, or Event Management will be given preference
- Customer service experience
- F&B Smart Serve

**Please send your resume and cover letter to:**  
Taylor Clark, Events Coordinator: [tclark@scgolf.ca](mailto:tclark@scgolf.ca)

