



Pope Resources
A Limited Partnership

JOB POSTING

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| TITLE: | Venue Coordinator – 7 month position | STATUS: | Non-exempt |
| REPORTS TO: | Wedding & Events Supervisor | FT/PT: | FT (Feb.-Sept) |
| LOCATION: | Port Gamble, WA | DATE: | Jan. 8, 2019 |

OVERVIEW:

Olympic Property Group, a subsidiary of Pope Resources, has a flourishing wedding and events business in the historic town of Port Gamble. This is an exciting opportunity to join a small team of highly engaged people who genuinely love the wedding business and are dedicated to providing a seamless experience for all brides and grooms and other event patrons. Help attract potential customers and take care of their reservation and logistics from the ceremony to the reception. This position will be covering for a maternity leave and working through the busy summer season. Must be able to work evenings and weekends.

ESSENTIAL FUNCTIONS:

- Show facilities to interested parties; book weddings, receptions, rehearsals and other events.
- Work on-site during events to ensure customer satisfaction: manage sound equipment as needed; set up and break down; place signage; assist caterers; fill propane tanks; buff floors.
- Assist Wedding & Event Supervisor as needed with paperwork and filing
- Assist with marketing: distribute flyers; help maintain website, photo database and social media promotions
- Answer phones/visitor questions; complete contracts per event.
- Maintenance and light cleaning of Church and Pavilion as needed.

CORE COMPETENCIES / EDUCATION REQUIREMENTS:

Minimum of High School diploma required. Associate degree (or higher) in a business or customer service-related/hospitality field strongly preferred. One year of business-related experience.

- Strong communication and interpersonal skills to work effectively with potential clients, visitors, employees, and tenants with a core value of providing superior customer service. Able to positively handle difficult people.
- Proficient in MS Office, especially Word, Excel, Access, Publisher, Outlook, Adobe Photoshop and Illustrator as well as social media products.
- Must be self-motivated and highly organized to handle a variety of activities (heavy multi-tasking required) in a timely manner.
- This position functions in an office environment using standard office equipment and in event facilities or offsite locations where employee must be able to make visits and/or inspections of facilities involving walking, touring and/or driving. Carrying equipment and supplies as well as moving equipment of up to 50 pounds occurs frequently in this position.

APPLICATION PROCESS:

This long term temporary 7-month position is eligible for medical benefits, paid sick time and 401(k) savings plans. If you are interested in joining an organization that values integrity, collaboration and resourcefulness and is passionate about its mission, send your resume and cover letter to jobs@orminc.com.

Olympic Resources Management is proud to be an equal opportunity employer