

RockPointe Church

# Job Posting



## Rental & Event Coordinator

### Role Summary



**RockPointe Church** (RPC) is searching for a **Rental & Event Coordinator** (REC) to join our team in April 2026.

Reporting to the Executive Pastor of Operations and working alongside many of RPC's ministries and teams, the REC oversees all aspects of booking and hosting external rentals, internal ministry events, and RockPointe Community events. The REC synchronizes all elements of the event planning process and liaises with required departments as needed to ensure event success. This role is seen as organizationally critical as we seek to double our reach by 2030.

### Teams



**There are two teams that this role has critical interaction with:**

**The Operations Team:** Supports ministry at RPC, ensuring that facility, finance, HR, administration and communications are handled strategically and in alignment with RPC's vision & mission.

**The Pastoral Team:** Supports and executes the ministry of RPC.

# Role Specifics



## External Rentals

Interface with clients and manage the client booking process

Ensure event success, acting as the point person for any client needs

Develop and implement marketing and community relationship building strategies

Update and manage all external rental documentation

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## Internal Ministry Events

Proactively meet with Ministry Staff Leadership to review ministry bookings, event needs and assist with the booking process

Oversee and maintain the RPC event calendar to ensure efficiency and proper event load

Work closely with RPC Facilities and Tech Staff to ensure feasibility of events and the actual implementation of events from a facility and technical standpoint

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## Special Events

Provide practical event planning and organizational support for unique RPC events (Ex. Stampede Breakfast)

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## Rental Event Staff

Recruit, manage and deploy ad hoc and part time Rental Staff as needed for event success

# Qualifications



- A committed disciple of Jesus and able to become a regularly attending Member of RockPointe Church.
- Experience in administration and managing documents
- Excellent written, verbal, and interpersonal skills.
- Experience and capability with various software such as Google Drive & Planning Center is an asset.
- Ability to manage multiple projects at once and prioritize work.
- Strong organizational and planning skills.
- Criminal Record Check, a valid Alberta Driver's License and access to a reliable vehicle.

# Role



- **Hours:** 32hrs/week (0.8 FTE)
- **Term:** Permanent Employee
- **Benefits:** This role qualifies for the RockPointe Benefits Package & Retiral Fund
- **Supervisor:** Executive Pastor of Operations
- **Work Days:** Monday-Thursday (Flexible)
- **Work Location:** Onsite at the RockPointe Bearspaw Site (office provided)
- **Salary Range:** 54-67k/year (Pro-rated to FTE)

# How to Apply



To apply for this position, please submit resume to [office@rockpointe.ca](mailto:office@rockpointe.ca)

This posting will remain active until a suitable candidate is found.