

Campus Reception & Events Coordinator

Horizon College & Seminary

Reports to: VP of Advancement

About Horizon

Horizon College & Seminary (HCS) is an accredited Christian Pentecostal leadership college, serving Canada since 1935. Situated in Saskatoon, SK, Horizon recently entered a partnership with Master's College & Seminary in Mississauga, ON. Horizon is a professional, evangelical-Christian workplace that seeks to advance God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry. Horizon employees share the responsibility to create a workplace that models the professionalism and Christian beliefs, values, and behaviours in keeping with Horizon's mission and Code of Conduct.

Role Overview

This role serves as the welcoming face of the institution while providing skilled administrative support across office operations, database management, communications, event planning, and facility use. The Campus Reception & Events Coordinator works collaboratively with staff across departments—including Advancement—to ensure smooth execution of delegated tasks and institutional events.

Core Competencies

- Reception & Hospitality – Creates a welcoming first impression in person, by phone, and in written communications; anticipates and arranges hospitality needs.
 - Organization & Time Management – Demonstrates accurate record keeping, effective prioritization, and event planning support across multiple concurrent responsibilities.
 - Communication – Communicates clearly and professionally across all mediums with students, staff, donors, guests, and external stakeholders.
 - Adaptability – Manages interruptions and shifts focus without compromising productivity; serves multiple staff members with a collaborative spirit.
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Knowledge, Skills & Character Qualities

- Approachable, engaging, and genuinely hospitable personality.
- Strong organizational and problem-solving skills.
- Ability to handle confidential information with discretion and professionalism.
- Flexible and adaptable; thrives in an environment with frequent interruptions.
- Self-directed; able to work collaboratively and with minimal supervision.

- Proficiency in Microsoft Office Suite and database software; DonorPerfect experience is an asset.
 - Excellent written and oral communication skills in English.
 - Engages in ongoing personal development.
 - Regularly attend and maintain membership in a local church.
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Key Responsibilities

1. Reception & Front Office

- Daily opening and closing of office and general areas
- Receive, screen, and direct incoming calls and emails
- Welcome and assist students, guests, contractors, and visitors
- Receive, distribute, and send mail and deliveries
- **Assist the Finance Dept. with cheque and receipt reporting**
- Provide or arrange campus tours
- Ensure office voicemail and system messages remain current
- Collaborate with other staff to support the well-being of the institution.
- Participate in regular staff meetings, including responsibility for meeting setup, recording and distributing minutes, and sending communications and reminders to staff in advance of each meeting.

2. Office Administration & Communications

- Serve as administrative support for senior administration, including President (or representative), VP Operations, VP Academics, and VP Advancement
- Maintain and update the institutional calendar (classes, events, etc.)
- Create and maintain TV announcements and classroom signage
- Record and distribute staff meeting minutes
- Assist with internal communications to staff (Teams) and students (Populi) as requested
- Manage the website job board on a regular basis
- Process newsletter mail-outs and e-blasts in a timely manner
- Update email contact information with MailChimp administrator
- Maintain office equipment and supplies; schedule service as required
- Submit monthly photocopier readings
- Order custodial supplies as requested
- Maintain supplies for hospitality events; ensure orderliness of staff and main kitchens
- Update and maintain procedures pertaining to this role

3. Database & Records Management

- Ongoing verification and updating of DonorPerfect contact information, including email addresses
- Add new DonorPerfect contacts; update graduating and non-returning student information annually
- Complete DonorPerfect online training and implementation as applicable

4. Event Planning & Advancement Support

- Provide hospitality services for meetings and events (e.g., board meetings, in-house events): prepare drinks and snacks, and coordinate meal orders.
- Assist with administrative preparations for onsite Board of Governors and other meetings
- Arrange staff and board travel bookings as requested.
- Book non-resident adjunct accommodations; communicate reimbursement policies as directed
- **Serve as a member of the Graduation Planning Committee, with specific responsibility for coordinating the graduation banquet.**
- Assist with Advancement and other institutional event planning tasks as delegated
- Order and maintain promotional materials (brochures, banners, merchandise, etc.)
- Provide administrative support for Church Hubs and other outreach initiatives as requested

5. Facility Use & Scheduling

- Maintain the HCS facility use calendar and coordinate classroom scheduling
- Manage security access software (Kantech): adjust fobs, door schedules, and access as required
- Maintain security fob and key logs, alarm codes, and call lists
- Coordinate facility rentals per institutional policy
- Communicate bookings with custodial, maintenance, and Finance Office staff

HCS Mission & Values

“To advance God’s kingdom by preparing competent Christian leaders for Spirit-empowered Christian life and ministry.”

- Dependence – We submit to the Word of God, lived out by the power of the Spirit, in authentic relationship with Jesus Christ and one another.
- Community – We honor, challenge, encourage, and are accountable to one another as Jesus modelled for us.
- Competence – We aspire always to give our best, serving faithfully with diligence, integrity, and professionalism.
- Development – We cultivate intellectual, spiritual, and professional growth.