



Company Overview

House of Praise (HOP) is a parish of The Redeemed Christian Church of God (RCCG) Worldwide, an interdenominational church/ religious organization, situated at 5 Redstone Heights, Calgary. Our vision is 'Raising a peculiar and trans-generational people of purpose, prayer, and praise by the word of God to positively impact lives'. We are deliberate in ensuring that everyone who comes through our doors experiences the love of God and demonstrates our strong sense of community, by giving back in every capacity we can.

Our Summer student internship will give you the opportunity to serve within various departments in our church, ranging from Events to Admin. Are you aligned with our core values, a critical thinker, creative, highly organized, and able to bring a fresh new feel to our departments this summer? This is the right opportunity for you to utilize your skills and make a difference in our community.

Reports to: Head of Department- Event Management

Direct Reports: Mrs. Wendy Sanyaolu

Work schedule/ Type: 30 Hours/week, for 8 weeks

Application Deadline: May 25th, 2022

Role: Event Coordinator

What you will do:

1. Support the Event Management Team (EMT) in coordinating external and Internal events acting as the interface to address Schedule conflicts and provide exemplary service to both internal and external clients

Jesus Christ, The Same Yesterday, Today and Forever

5 Redstone Heights NE, Calgary, Alberta, Calgary, Alberta. T3N 0T6
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through booking, scheduling and coordinating the rental and use of the venue spaces.

2. EMT Contact person for community events organized by the Church at the Multipurpose Hall and Main Sanctuary. Partnering with external stakeholders to rent out all rental spaces and support HOP Events to achieve the goal of being top rental destination to a diverse group of clients.
3. Champion social media (Facebook, Twitter, Instagram etc.) set up for HOP Events and also support improvements to the events booking website.
4. Keep the space in good working condition not only during an event, but on off nights as well.
5. Organize/Oversee Setup and Take down of tables, chairs & stage for all internal/ church organized events
6. Ensure floors, tables, walls, kitchen, washrooms, foyer are cleaned after every event
7. What skills will the participant develop during this placement?
 - Client service
 - Teamwork
 - Communication
 - Leadership

If you are interested in this role, please email your resume along with a cover letter to info@rccghop.ca on or before May 25th, 2022

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