

**Position title:** Facility Scheduler

Hennepin Avenue United Methodist Church is looking for part time facility scheduler. The position is 20 hours per week and includes paid time off and access to our retirement plan.

**Regular duties**

1. Book, cancel, and change event and rental reservations through emails and by telephone
2. Update set-up notes for facilities team
3. Execute all rental agreements coordinating all details
4. Generate event and rental invoices and monitor payments
5. Maintain the shift schedule for the receptionist staff

**Skills and requirements:**

1. Prior experience scheduling events and rental space is preferred
2. Good people skills
3. Ability to use good judgement when scheduling meetings and events
4. Proficient use and understanding of office software (Word, Excel, scheduling software), and various calendar programs such as Google
5. Need to be very organized

If interested, please submit a cover letter and resume to [employment@haumc.org](mailto:employment@haumc.org). Hennepin is an equal opportunity employer.