



Position Description

Position Title:	Hospitality/Event Coordinator
Reports to:	Ministry Operations Director and Vicar
FLSA Classification:	Part-Time (Exempt)
Shifts:	Average 16 hours per week + Events
Compensation:	\$20/hour
Last Updated:	Tuesday, March 19, 2024

Summary

The Hospitality/Event Coordinator leads the team responsible for ensuring that all guests experience such unreasonable hospitality that they want to return.

We are looking for a detail-oriented Hospitality/Event Coordinator who is personally proud of how they do their work and knows how to think ahead. They will join Holy Family HTX: a growing Episcopal church for people without a church. The Hospitality/Event Coordinator will lead a team of volunteers that curates a culture of hospitality ensuring that both members and visitors feel welcomed, seen, and valued. This role extends to offering hospitality through event planning by contacting potential renters, providing venue tours, and assisting with set-up, execution, and cleanup of events.

The ideal candidate is solution-oriented and proactive. They will be consistent and flexible (balance of people and task-oriented). All roles in our church require a commitment to the pursuit and practice of anti-racist leadership and a commitment to LGBTQIA+ inclusion.

Responsibilities

- Regular Hours will be Sunday 7:30am - 1:30pm & Monday-Tuesday, 10am - 3pm.
- **Foster a welcoming culture for attendees, lead the hospitality volunteer team, and help people connect:**
 - Recruit, train, schedule, and lead volunteers.
 - Identify, welcome, and follow up with newcomers.
 - Coordinate front lobby and other entrance spaces.
 - Coordinate coffee and refreshments.
 - Make requests to other departments to help newcomers and people connect.
 - Maintain equipment and supplies.
 - Oversee the hospitality budget.
- **Lead hospitality initiatives:**
 - Coordinate Welcome Brunches.
 - Coordinate hospitality for special events and holidays.
 - Create moments of hospitality

- Arrange hospitality gifts
- **Offering hospitality through event planning:**
 - Offering venue tours to potential renters
 - Establishing and maintaining relationships with renters and vendors
 - Planning event details and aspects, including seating, and guests
 - Coordinating staff as necessary for events
 - Creating estimates and collecting payments on time
 - Managing events and addressing potential problems that may arise
- **Other duties as assigned**

Competencies

- Excellent verbal and written communication skills.
- Apple Keynote, Pages, Numbers
- Quickbooks Online
- Excellent interpersonal and customer service skills.
- Excellent time management & collaboration skills
- Excellent organizational skills and attention to detail.
- Strong administrative skills
- Ability to work independently.
- Maintain flexibility and technical capacity

This Team Member will personally embody the HF Leader Behaviors

- Give a Damn: Am I personally proud of the way I'm doing my work?
- Co-Create It: Am I building community with others instead of for them?
- Think ahead: Am I scouting where we're going instead of replaying where we've been?
- Make it beautiful: Am I making it less, but better?
- Make it easy for newcomers: Am I designing with a newcomer in mind?
- Make it theologically robust: Am I explicitly orienting towards God?

PHYSICAL DEMANDS

Physical Factors

- ✓ Standing Still
- ✓ Standing/Moving About
- ✓ Sitting
 - Climbing
- ✓ Bending (stooping/crouching)
- ✓ Kneeling
 - Crawling
- ✓ Reaching
- ✓ Handling
- ✓ Talking
 - Driving

Hearing

- ✓ Normal Noise Level
- ✓ Occasional Loud Noises
 - Constant/Very Loud Noise
 - Constant Low Level Noise

Visual Demands

- ✓ Vision Essential
 - Vision Not Essential

Environmental Demands

- ✓ Indoor
 - Outdoor
 - Hot Environment
 - Cold Environment

Carrying

- Up to 10 lbs.
- 10-20 lbs.
- ✓ 20-50 lbs.
- 50-100 lbs.
- 100+ lbs.

Lifting

- Up to 10 lbs.
- 10-20 lbs.
- 20-50 lbs.
- ✓ 50-100 lbs.
- 100+ lbs.

Push/Pull

- Up to 10 lbs.
- 10-20 lbs.
- ✓ 20-50 lbs.
- 50-100 lbs.
- 100+ lbs.

Hazardous Conditions

- Respiratory Irritants
- Skin Irritants
- Allergic Irritants
- Wet Work-Hands
- Wet Work-Feet
- Operation of Heavy Equipment
- Working in High Places
- Climbing Ladders
- Use of Sharp Utensils
- ✓ Use of Electrical Equipment
- ✓ Exposure to Blood and Bodily Fluids