

University Reformed Church

841 Timberlane St., East Lansing, MI 48823 517.351.6810

Job Description

Job Title: Hospitality Coordinator

Reporting to: Executive Director

Classification: Part-time, Regular, Hourly, Support

Hourly budget: 12 hrs / wk

Purpose of the Position:

To manage and coordinate the use of URC's building and property according to, and in support of, the vision and mission of church leadership. To oversee and promote a cohesive hospitality mindset in order to steward the adornment of the gospel ministry of the church.

Qualifications:

- Possesses strong communication and interpersonal skills with a customer service orientation by consistently being reliable, responsive, and accessible
- Conversant with modern technology to allow for swift responsiveness, especially regarding emails, texts, and google docs
- Demonstrates grace and maintains a welcoming demeanor in the face of challenges, and is able to receive feedback with humility
- Maintains a servant-hearted spirit while staying organized in managing details and follow-up
- Utilizes and coordinates other member's gifts to serve the church effectively and peacefully

Work Schedule:

- Part-time with a flexible self-directed schedule that may include weekends and evenings as needed for events
- Family-friendly work environment that can adapt to seasonal schedules
- Remote work options but preferably in the office on Thursdays

Responsibilities:

	Description	% of Time
	Manage event coordination hospitality, including: • "Customer" interactions (e.g. members, staff, tenants, etc.) • Event preparations (including forms, checklists, etc.) • Wedding coordination / liaison • Maintain the URC building calendar • Schedule & communicate event details with Building Manager • Special events (e.g. jazz concert, conferences, presbytery, etc.)	40
	Manage food hospitality, including: • Sunday morning planning (coffee/cookies/cake/communion)	35

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	• Meals (Sunday suppers, funerals, staff events, etc.) • Kitchen supplies • Hospitality budgets	
	Manage aesthetics, including: • Purchasing / replacing furniture and fixtures • Interior design • Coordinate with key volunteers • Décor budgets	25
	Recruit and manage volunteers or teams as needed to support the event, food, and aesthetics hospitality ministry	10