

Hospitality & Event Coordinator

First United Methodist Church Stillwater

Reports To: Senior Pastor

PT/FT Status: Part-time

Job Type: Program Staff

Direct Reports: None

Expected Hours: 20 hrs/week*

FLSA Status: Non-Exempt

Pay Type: Hourly

**Intended as a general range of time spent performing the job function during a typical week. This position does keep a regular schedule, but duties outside of this schedule are sometimes expected.*

General Summary of Position

The Hospitality and Event Coordinator will focus on the guest experience on Sunday mornings and Wednesday evenings when guests are most likely to be with us. This position will recruit volunteer teams to assist in duties and be the staff point of contact for facility needs to support events.

Essential Duties and Responsibilities

Create a Welcoming Environment

- Notice the experience of guests and coordinate the best possible experience.
- Recruit, train and support volunteers to create a welcoming environment.

Sunday Morning Support

- Be onsite by 8:15 am on Sunday mornings to assist with readying the building.
- Oversee our guest welcome opportunities on Sunday mornings.
- Support current opportunities for guests to connect and offer improvement.

Wednesday Evening Support

- Coordinate Wednesday evening meal, to include arranging catering through vendors, setting up the space, recruiting and training volunteers.

Additional Events/Duties

- Attendance at staff meetings, Tuesdays at 1:00 pm.
- Maintenance of facility calendar, assisting with event coordination.

Qualifications

Knowledge & Skills

- Previous event coordination and/or customer service experience a plus.
- Food service coordination experience a plus.
- Must be able to work on a team, take initiative and effectively manage budgets and volunteers.

Physical Demands & Work Environment

This position requires Sunday morning and Wednesday evening availability, with occasional flexibility for special events. Remote work is not an option in this position. Some lifting and physical labor will be expected.

Items of Note:

* 'Expected Hours' is intended as a general range of time spent performing the job functions during a typical week. This position does keep a regular schedule, but duties outside of this schedule are sometimes expected. Paid time off is determined according to the Personnel Policies as set by SPRC. Overtime (working more than 40 hours in a single work week) must be approved by direct supervisor.

* * This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).