

Position Title: Hospitality and Events Coordinator
FLSA Status: Non-Exempt, Part Time (20 hours)
Supervisory: No
Reports to: Serve Ministries Director

Who We Are

At Floris, we believe that we are not just another church. We choose to be a vital Christ-centered church where *all* people of *all* abilities, believe that they can come as they are, find community, build real relationships and grow in their faith. To further that vision, we are seeking a dynamic Hospitality and Events Coordinator that shares our passion for Jesus Christ and a heart for hospitality and serving others.

Summary Description

The primary purpose of the Hospitality and Events Coordinator is to identify, recruit, equip and oversee the teams of servant leaders and volunteers for church events with a primary focus on Sunday Worship. The Coordinator will recruit, train, and oversee teams of ushers and greeters, in addition to volunteers to staff the welcome desk. The Coordinator will help facilitate church events by working with other ministry and administrative teams (Grow, Worship, Facilities) to ensure volunteer coverage and logistical support.

The ideal candidate for this position will be professional and have a passion for hospitality, service and community events. With a servant's heart and team spirit, this individual will need a "can do" attitude, be creative and love working with people.

Duties

- Recruit, train, motivate and retain Sunday worship volunteers, to include ushers, greeters, welcome desk hosts and hospitality volunteers (including coffee fellowship)
- Support church-wide events by providing logistics and working with ministry leads to coordinate volunteers
- Create a culture of radical hospitality by welcoming, inspiring, informing and serving guests and volunteers
- Community interface and community focused event oversight, including but not limited to, Trunk or Treat, annual picnic, Bi-District Training Day and other hosted events; vendor procurement and oversight
- Building use coordination for church-wide events including working with Facilities for set-up and clean-up in conjunction with ministry teams and coordination with external organizations
- Coordination of shuttle buses, security and traffic police needed on identified dates
- Other duties as assigned

Qualifications

- BA or equivalent preferred
- Strong volunteer recruitment experience and ability to identify volunteers for a variety of opportunities.
- Excellent communication skills, including writing and speaking
- Strong people skills to engage personally with new guests and the congregation
- High energy and the ability to energize team members
- Event coordination experience within a non-profit, church or corporate setting preferred
- Highly organized and able to multi-task
- Ability to work in conjunction with staff, volunteers and community leaders with a focus on hospitality
- Flexible work schedule, including Sundays
- Committed to spreading the love of Christ through hospitality
- Proficient in Microsoft Office products, including Excel, Word and Outlook