

## **Part-time Hospitality and Fellowship Coordinator**

St. James's is seeking an energetic, professional part-time Hospitality and Fellowship Coordinator. This person will ensure that fellowship, hospitality, and special service events are organized and executed smoothly. This critical part-time position is essential to the spiritual health and vitality of our faith community.

**Responsibilities:** Ensures that all church events during the year are organized, supported, and successfully run with church volunteers. Ensures that the kitchen and storeroom are stocked and inventoried regularly and reports maintenance and repair requests to the Facilities Manager. Ensures that the kitchen and ABC licensing requirements are current. Ensures that Sunday morning and Wednesday cooking teams are staffed and organized for the start of church programming each year. Ensures that hospitality events for Annual giving and Legacy giving are supported during the program year.

Coordinates the scheduling of events on the parish calendar and the scheduling of hospitality events in Valentine Hall and other areas in our church buildings. This also includes the use of our buildings by outside groups.

Coordinates with Housekeeping contractors, service contractors, regulatory authorities for kitchen certification, procures supplies from Costco and other local vendors.

**Skills required:**

Demonstrated success in organizing and executing events for up to 500 attendees.

Demonstrated success in working as part of a team and also working independently.

Experience working with Windows/Microsoft Office software.

Demonstrated success in working with volunteers and as part of a staff team.