



Position: Hospitality Coordinator

Supervisor: Director of Church Engagement

Overview: At The District Church, we believe that it is important to create spaces for people from all walks of life to feel welcome, to encounter Christ, and to experience transformation. The Hospitality Coordinator will work with the Director of Church Engagement to execute the creation of memorable guest experiences that will draw people into our community and engage them into the mission God has given us. The person in this role would be a strong collaborator, have strong project management skills, eagerness to grow as a leader, and have a servant heart to fill in the gaps where needed.

Requirements and Detailed Responsibilities

Responsibilities

- Collaborate with the Director of Church Engagement on new strategies and events to provide more opportunities for engagement, discipleship, and building community
- Oversee the setup and tear down process for services and lead volunteers serving on Sundays and at newcomers' dinner
- Maintain inventory of supplies (snacks, cups, etc.) and communicate needs to Director of Church Engagement
- Assist the Director of Church Engagement with recruiting, training, and supporting Hospitality Sunday Leads and volunteers
- Coordinate and schedule volunteers for Sunday services and newcomer's dinner

Required Skills / Qualifications

- Commitment to Christ
- Strong interpersonal and collaboration skills
- Ability to anticipate future needs to facilitate successful planning / scheduling
- Ability to take initiative and prioritize projects
- Excellent verbal and non-verbal communication to address problems
- Organized and detail-oriented
- Flexible & can adapt to any environment
- Ability to multitask and work in fast-paced environment
- Ability to anticipate needs of congregation and volunteers
- Commitment to vision, mission, and values of The District Church
- Submission to The District Church Leadership Covenant

This is a part-time position offering \$25 per hour, a minimum of 12 hrs./week.

If interested, please email PDFs of cover letter & resume to krystal@districtchurch.org.