

PR Hospitality Coordinator Job description

Hospitality Coordinator

Reports To

The Hospitality Coordinator will report to the Deputy Event Team Lead.

Job Overview

In close coordination with Deputy Event Team Lead and at her direction, the Hospitality Coordinator supports the Event Team to manage and recruit volunteers to provide food and hospitality for in person events.

Responsibilities and Duties

A. General Responsibilities

1. Attend all Event Team Meetings, reporting hours logged, resources produced, and funding needs and used.
2. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization.
3. As directed by Event Team Lead provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.

B. Job-specific Responsibilities,

1. At the direction of the Event Team Lead, designs and produces the following for all virtual, regional and expeditionary events.
 - a. Manages all on-site Hospitality Volunteers – assigns jobs and tracks participation.
 - b. Coordinates Vendors and vendor tables.
 - c. Coordinates and staffs Welcome table.
 - d. Coordinates and manages hospitality area, food and beverage service.
 - e. Coordinates staff care area.
 - f. Serves as the primary Event Team POC for Finance and Bookkeeping.
 - g. Supports Event Team Lead & Event Team Deputy to cultivate and track event sponsors, partners, and ministry allies.
1. Works cooperatively with all members of Event Team including Event Team Lead, Event Team Deputy, and the Creative, Promotions, and Production Coordinators.
2. Plans and oversees exhibits for Vendors, and Ministry Allies at inperson conferences, in collaboration with Community Team Lead, Event Team Lead, and Marketing Team Lead
3. Helps ensure timely execution of Event Team tasks and deliverables.

Qualifications

- Time Commitment: 10-30 hours per month, minimum three-year commitment preferred.
- Financial Commitment: Attend conferences and biennial Staff Retreats as able.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Administrative skills necessary with specific experience in Google Docs and Sheets. Experience with Quickbooks and Planning Center is desired.