

First Presbyterian Church of Berkeley

Hospitality Coordinator

Reports to Director of Facilities

Non-Exempt, 20 hours/week (will increase to 40 hours/week based on campus reopening), Benefits

Start Date: June 1, 2021

Priority deadline to apply: April 15, 2021

JOB SUMMARY *(Description of what this position is created to accomplish.)*

Receive, welcome, and coordinate with all those entering the First Pres campus from vendors and facilities rental clients to members and visitors. Identify and generate new facilities rental clients, servicing existing facility rental clients from initial inquiry to on-site rental supervision and post-rental follow-up. Assist Facilities Manager, as needed. When needed, support other ministry areas at the direction of the Executive Coordinator & HR.

MAJOR RESPONSIBILITIES/ACTIVITIES *(Essential functions in order of importance, including what must be accomplished, supervision/management responsibilities, standards for quality/quantity, etc.)*

Manage Room Usage

- Generate room rental income from outside community groups and manage relationships and usage.
- Oversee room reservation system for internal and external use.
- Manage scheduling conflicts for concerts, conferences, memorials, and classes, etc.
- Coordinate with Facilities Manager to meet with external renters and support their events on site.
- Manage room usage for ministries and facilities rental for concerts, weddings, and room rentals.
- Issue invoices and track facilities rental payments via A/R module of church accounting software.

Manage Vendors

- Assist Facilities Manager to develop and manage vendor relationships.
- Coordinate vendor visits to campus.

Admin

- Manage the reception desk, including oversee staff or volunteers, to welcome congregants and guests and provide administrative support.

MINIMUM REQUIREMENTS

- 1-3 years experience working in property management, facilities, or customer service.
- Strong communication skills – both verbally and in writing.
- Ability to maintain confidentiality in a sensitive and professional manner.
- Demonstrated ability to recruit, equip, motivate, and work with lay leaders.
- Ability to work with and relate to the diverse First Pres community.
- Proficient knowledge of needed software programs and web-based applications, which include: Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), Google Drive and Docs, and familiarity with using database programs. Willing and able to learn new programs and applications as needed.

SCHEDULE This position is full-time with the expectation of working on Sundays and weekends as needed. Exact schedule of workdays and days off to be coordinated with the supervisor.

Note: Nothing in this job description restricts the right of the leadership of First Presbyterian Church to assign or reassign duties and responsibilities to this job at any time.

How to Apply:

- Complete our application form at <http://www.fpcberkeley.org/employment.asp>
- Return application form with your cover letter and resume to Human Resources at info@fpcberkeley.org, or mail to:

First Presbyterian Church of Berkeley
2407 Dana St.
Berkeley, CA 94704.

Priority Deadline: April 15, 2021. Rolling review upon receipt. Position will remain open until filled. Offer will be contingent on passing a criminal record background check.