

First Presbyterian Church of Berkeley

Hospitality Coordinator

Reports to Director of Facilities

Non-Exempt, 30 hours/week, Benefits

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

April 2023

Identify and generate new facilities rental clients, service existing facility rental clients from initial inquiry to on-site rental supervision and post-rental follow-up. Receive, welcome, and coordinate with all those entering the First Pres campus from vendors and facilities rental clients to members and visitors. Assist Facilities Director, as needed to complete office administration tasks.

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 50%

- Generate facilities rental income from external groups. Seek new renters, handle inquiries, manage relationships, usage needs, and coordinate with Facilities Director for on-site event support.
- Oversee room reservation system (FMX) for internal and external users to manage room usage for ministries and facilities rental for classes/conferences, concerts, memorials, weddings, other events, including resolving schedule conflicts.
- Issue invoices and track facilities rental payments using the church's online systems.

Facilities Support 50%

- Manage Reception desk and phones to welcome congregants and guests, including training volunteers/staff.
- Provide administrative support to Facilities Director for expense reports, etc.
- Assist Facilities Director to develop and manage vendor relationships and schedule/coordinate vendor visits to campus

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.
- Attention to detail and follow through within tight turnaround times.
- Ability to work with and relate to the diverse First Pres community.
- Proficient knowledge of needed software programs and web-based applications, including: Microsoft Office Suite, Google Drive and Docs, and familiarity with using database programs. Willing and able to learn new programs and applications as needed.

SCHEDULE: This position starts at 30 hours/week, preferably Monday-Friday, with expectation of Sunday/weekend work as needed to support room use. Schedule to be coordinated with supervisor. Potential to increase hours to support increased facilities usage.

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.

To apply, send resume and cover letter to Sharon Gowdy, Executive & HR Coordinator at sharong@fpcberkeley.org