

JOB DESCRIPTION

TITLE: Hospitality Administrative Assistant
CATEGORY: Full-Time
DEPARTMENT: Office
REPORTS TO: Kathy Spencer
HOURS: Full-Time (40 hours per week)

JOB SUMMARY

Ensures smooth-running, daily hospitality operations, and executes events from conception to clean-up.

ESSENTIAL FUNCTIONS

Hospitality

- *Events and Meetings*
 - Researches, plans, coordinates, sets up, oversees, executes, and cleans up for:
 - All church-wide events
 - Pastor John, Michelle, or Senior Pastor's Executive Assistant-driven meetings
 - XChange Conferences
 - Hospitality for special speakers including meals, refreshments, and decor
 - BeLoved events
 - Freedom Retreats
 - Marriage conferences
 - Seneca Valley Faculty Breakfast (tentative)
 - Victory Group Anniversary event
 - Board meetings
 - Staff Goal Meetings
 - Special all staff luncheons (ex., send offs, fantasy football, etc.)
 - All meetings/events requested by or approved by the office manager
 - Continually evolves and adapts plans according to changes as they arise
 - Develops ongoing communication and a working relationship with vendors. Vendors often need to be flexible/adaptable due to specific customizable ordering and logistics.
 - Plans décor
 - Orders and shops
 - Enters events and details into Ministry Platform
 - Researches, gathers, and submits options for preliminary and ongoing determinations in the following areas:
 - menus
 - vendors
 - scenarios
 - décor
 - details

- Communicates pertinent details and information to all departments, leaders, and support staff who are involved in or affected by the specific event
- Plans and coordinates all logistics and moving parts involved for each event
- Trouble shoots
- Composes and prepares event and meeting timelines, checklists, supply lists, etc.
- Submits P.O.s and invoices
- Upkeeps Pastor John's Green Room weekly with refreshments and supplies which includes: refilling, shopping, and submitting related P.O.s
- Upkeeps Our Church and the Connection Center weekly with refreshments and supplies which includes: refilling, shopping, and submitting related P.O.s
- Upkeeps the Executive Conference Room and reception area with refreshments and supplies which includes: refilling, shopping, and submitting related P.O.s
- Comes alongside other departments to assist with ideas, plans, and questions for their events and meetings
- Meets with Café Manager to learn and execute coffee service as necessary
- Oversees weekly Costco order
- Oversees management of tablecloths
- Meets with staff from other churches who request information concerning hospitality (talk via phone or meet in person)
- Acts as the point person and main contact for events
- Participates in event planning meetings
- Makes suggestions for the betterment of events/meetings going forward
- Participates in event debriefs
- Maintains detailed records of events, including pictures

Administrative Duties / Miscellaneous

- *Administrative Duties*
 - Prayer rotation (phone calls during the week)
 - Weekly phone break rotation on Wednesday
 - Reception Coverage for lunch, breaks, prayer, staff teaching, vacations, etc.
 - Counting weekend contributions (as needed)
- *Miscellaneous*
 - Maintains a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
 - Complies with expectations in the Employee Handbook.
 - Fulfills the performance standards of the position and comply with policies, rules, and procedures of the church, including those communicated verbally or in writing.
 - Performs other duties as assigned.

Women's Hub

- Confirm approval of new groups
- Update small group description in MP for accuracy and make live on website
- Schedule and set up rooms, equipment, service (as needed) for onsite groups
- Troubleshoot issues as they arise

JOB REQUIREMENTS

Education & Experience Required

- Managerial experience preferred
- Hospitality related experience preferred
- High school graduate
- At least two years of experience in relevant administrative work
- Proficient in Word, Excel, and Outlook
- Successfully pass a background check

Time Requirements

- 40 hours / week
- Basic schedule: Monday through Friday from 8:00 a.m. – 4:30 p.m. (Evening and weekend hours are required during scheduled activities and events)
- ½ hour lunch (unpaid)

Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.