

Hospitality Assistant

Contribute to the needs of the saints and seek to show hospitality.

Romans 12:13

OBJECTIVE

To glorify God by helping to create opportunities for people to learn to trust and follow Jesus Christ.

FOCUS

The Hospitality Administrative Assistant provides administrative, organizational, and logistical support to the Hospitality Director. This role assists with the overall Hospitality ministry of the church including Sunday mornings, Wednesday nights, and special events.

Key Components

- Spiritual Formation Ministry
- Training, Internships, and Apprentice Program Support
- Conference and Event Support

HOSPITALITY MINISTRY

- Manage volunteer information and profiles within Realm people management software and Planning Center ministry software
 - Record and update volunteer service participation and attendance in Realm
 - Assist Hospitality Director with planning as needed and make organizational entries into Planning Center
 - Communicate with volunteers as needed
- Prepare the Hospitality Room for Sunday morning
 - Pull name tags
 - Arrange any handouts and collaterals
 - Set out snacks
 - Stock water
 - Ensure Hospitality Room is welcoming and ready for use
- Update and organize volunteer documents and rosters in Excel
- Assist with maintaining and monitoring the Hospitality Ministry budget spreadsheet

- Track inventory, order supplies, and restock publications as needed
- Handle printing needs such as name tags, signage, and other materials
- As directed, communicate with various ministries to gather details for logistical coordination for upcoming events
- Assist on Sunday mornings by checking in volunteers, offering guidance, and providing answers to questions

SPECIAL EVENT SUPPORT

- Provide administrative, logistical (calendaring, etc.), and Hospitality support for any churchwide special events and occasionally for supported ministries
- Assist with organization, logistics, and travel arrangements for conferences, trainings, and ministry-related events.

SKILLS AND QUALIFICATIONS

- Consistent demonstration of a Christ-centered life marked by spiritual maturity, humility, and alignment with the mission, values, and doctrinal commitments of Prince Avenue Baptist Church
- Strong organizational ability and attention to detail
- Proficiency in Microsoft Office Suite applications (Word, Excel, etc.)
- Ability to multi-task across multiple events and responsibilities
- Strong communication acumen.

Position Details:

Reports to: Hospitality Director

Direct Reports: None; May work closely with volunteers

Work Status: Part-time, Non-Exempt (29 hours per week maximum)

Work Week: Flexible days Monday through Thursday; Sundays required

Salary: \$

Time Off: 10 days paid vacation; 10 sick days annually (three for Personal Days)

Holidays: New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving (office closed Thursday and Friday), Christmas Dead Week