



Hospitality & Communications Coordinator

Job Description

valleymadison.com

EMPLOYMENT DETAILS

Employment Classification: Part-time Level V

Work Hours Per Week: 20 hours/week

Hourly Wage: \$21/hour

Paid Holidays: 9 days

Paid Time Off: 5 days of PTO equivalent to the number of work hours per week

Direct Report: Office Manager (Who oversees all Hospitality and Assimilation)

- Attend the weekly Staff Meeting on Wednesdays
- Participate in an annual ministry review with the Ministry Director
- Expect the Ministry Director and Executive Pastor to encourage and provide opportunities for spiritual growth, personal development, and adequate rest

POSITION SUMMARY

The Hospitality Coordinator creates a welcoming environment by leading volunteer teams of greeters and parking helpers and fosters a culture of care for both members and guests. Key duties include facilitating the initial phase of the assimilation process, recruiting, training, scheduling, and managing volunteers. The coordinator is responsible for managing all front-end logistics, parking, refreshments for weekly worship services and church-wide events, meeting visitors, collecting their information, following up with them, and personally meeting with each visitor.

This position will also be responsible for managing the church's communication across all digital platforms (website, social media, and email), including providing clear, consistent messaging to both church participants and the wider community, and creating graphics and video content.

SKILLS & QUALIFICATIONS

- A High School Diploma or equivalent and 2-4 years of related work experience
- Understanding of church ministry and church office dynamics
- Competent understanding of computers, photocopiers, the internet, office programs (Word, Pages, or Google Docs and basic spreadsheets use), making graphics on Canva, group emailing, and posting on social media (Instagram and Facebook)
- Able to learn the church's management software (Planning Center)
- Strong administrative, organizational, and time management skills
- Ability to lead, manage, and direct people and teams
- Excellent communication and interpersonal skills

PERSONALITY & CHARACTER

- A passionate pursuit of Christ that is evident in life and relationships
- A humble approach to faith and ministry, displaying a teachable spirit
- Enjoys working in a team environment
- Pursues team unity, bears with one another, and biblically handles conflict

- Maintains a pleasant and courteous demeanor
- Enthusiastic about people thriving in a relationship with Christ and his church

KEY RESPONSIBILITIES

- Leads, tracks, develops, and oversees a plan to greet and engage all visitors, creating a welcoming environment that demonstrates God's love for our neighbors from the parking lot to the pew.
- Follows up all visitors by email or text and attempts to meet with them to welcome them to Valley
- Recruits, trains, and leads volunteer teams for Sunday mornings, that includes coffee and food table team, entrance greet team, parking team, communion prep team, and event teams.
- Develops, assembles, and distributes visitor gift bags
- Leads the visitor follow-up portion of staff meetings (identification and any other relevant information)
- Maintains and stocks inventory of paper goods and coffee products
- Manages the hospitality ministry budget and expenditures
- Assists in organizing church-wide events and holiday decor, food and drinks, tables, logistics, volunteer recruitment, and other necessary logistics
- Creates graphics for church-wide events for announcement publications
- Assists with funeral programs if needed, including food, flowers, and decor if the service is at Valley
- Responsible for clear and consistent messaging of Valley's vision, mission, and activities on all digital platforms.
- Creating announcement graphics for worship, the weekly update, website, and all of Valley's social media.
- Carry out other duties as requested by the Office Manager or Executive Pastor

INTERESTED APPLICANTS

Please complete an online application at www.valleymadison.com/form/employment.