



Job Description for Hospitality Coordinator

Our Mission - To become a Community of Christ-followers that love God and express His love to others (Mark 12:30-31)

Purpose of Hospitality Coordinator: To champion a culture of welcome and connection for all people who encounter NorthRidge.

Scope

- Part-Time // Hourly (approximately 15-20 hours per week)
- Primary accountability to Community Care Pastor
- Secondary accountability to Executive Teaching Pastor

Commitment

- Strive to walk in personal relationship with Christ and exhibit a godly life
- Be a servant leader - A team player with a positive attitude
- Be a member of NRF, attend worship regularly and be personally involved in a Small Group
- Agree to abide by NRF Staff Conduct Expectations
- Attend staff meetings and maintain regular hours including most Sunday mornings

Responsibilities

- **Connections**
 - Lead Sunday morning Connections Team (greeters, ushers and refreshments) through recruiting, training and coordination
 - Assist new attendees in getting involved at NorthRidge
 - Organize regular welcoming events for new attenders (currently Meet the Pastors lunch)
- **Events**
 - Plan, coordinate and manage churchwide events including Block Party, Celebration Picnic, Annual Meeting lunch, Rockin' Rogers Parade and any other all-church functions
 - Recruit and coordinate volunteer teams for large-scale NRF events
 - Serve as or arrange for trained Kitchen Host to work at designated events
 - Serve as coordinator for funeral and memorial services
 - Work alongside officiating pastor to meet with the family and plan the service
 - Coordinate logistics with church calendar, staff and funeral home
 - Provide hands-on leadership the day of the service
 - Provide leadership to event processes and guidelines for on-campus events
- **General**
 - Manage NRF Kitchen including organization, supplies, equipment, laundry and regular cleaning
 - Oversee monthly preparation of communion elements
 - Select and manage relationships with vendors for events
 - Assist in creating and monitoring Hospitality budget to maximize ministry impact
 - Participate in all church initiatives and other duties as assigned

Essential Characteristics

- Genuine love for people and heart of welcome for all people
- High efficiency and attention to detail
- Collaborative attitude and relational savvy
- Strong communication skills, resourcefulness and initiative