



## Event & Hospitality Coordinator

The Event & Hospitality Coordinator supports the missions of both the Events & Hospitality Teams of The Grove. Working with first-time guests of the church, memorial families and outside clientele events, this position requires a sharp eye for details, solid communication skills, strong time management and organizational expertise, along with great flexibility in your schedule.

Reports to: Hub & Event Ministries Director & Hospitality Director  
Works with: Hospitality Director, Hub Café and Coffee Bar Manager, outside clients/customers, Church staff, Hub volunteers, Bereavement Team  
Works: Full-Time, hourly, 32-40 hours per week, Weekends

### Event Coordination – 35%

- Schedule/Attend/Run client meetings to gather event information.
- Serve as point of contact for individuals who have scheduled events or memorials.
- Serve as host for scheduled events.
- Update event details in Event Management Software, Planning Center Resources.

### Hospitality Coordination – 35%

- Make Connect Team phone calls, create reports and first time visitor notes.
- Recruit Grove volunteers for events and hospitality.
- Utilize Planning Center People for interdepartmental hospitality needs.

### Special & Bridge Events – 20%

- Work Special Events as needed, which hours will vary.
- Overseeing/directing teams of people through set-up, catering, and clean-up.
- Set up for outside & bridge events.
- Assist in coordination of bridge events to bring our community to The Grove.

### Other – 10%

- Attend team meetings, all-staff meetings, staff devotions, and trainings.
- Special projects as needed

***Before submitting a resume and cover letter, please read The Grove's Statement of Faith and Foundational Beliefs. All applicants confirm they have reviewed and are in full agreement with each part of the Statement of Faith and Foundational Beliefs. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith.***