



**SAINT
STEPHEN'S**
EPISCOPAL CHURCH

Hospitality & Events Coordinator

St. Stephen's Episcopal Church
1303 S. Bross Lane, Longmont, CO
www.ststephenslongmont.org

St. Stephen's is a vibrant, intergenerational community hub located in the heart of Longmont, CO, dedicated to serving the local community by offering a welcoming and safe space for various events and activities. Our mission is to support and enrich the lives of the people in our community through diverse programs and engagements.

We are seeking a dedicated and reliable Hospitality and Events Coordinator to oversee the operations of our facility during the evening hours and weekends. The ideal candidate will be responsible for ensuring a welcoming environment, providing assistance to users of the building, and managing the space to accommodate a variety of nightly events and activities. This role requires a person with excellent interpersonal skills, a problem-solving attitude, and the ability to work independently. In collaborating with our Spanish speaking partners, speaking Spanish is preferred but not required.

Key Responsibilities:

Hospitality and Presence: Act as the first point of contact for users of the building, offering a warm welcome and any necessary guidance or information. Ensure all users feel supported and valued during their time at St. Stephen's.

User Assistance: Provide hands-on support for event organizers and attendees, including setting up rooms, troubleshooting AV equipment, and assisting with any special requests or needs that arise.

Event Coordination for outside users: Schedule and manage the church calendar with the front desk team to understand the church's schedule and any specific requirements for each event. Ensure smooth transitions between events and efficient use of the building's facilities.

Event Coordination for the church: Schedule and manage the calendar for ministries and volunteers. Assist in reimbursements and supplies.

Facility Oversight: Ensure the building is accessible and ready for scheduled use. Conduct regular inspections to maintain safety and cleanliness standards. Address any immediate maintenance or security issues and report significant concerns to the appropriate personnel. Order janitorial and office supplies, as well as other consumables on an ongoing basis, tracking their use and expense.

Safety and Compliance: Manage building access codes and mandatory church trainings for all users. Monitor activities to ensure compliance with building policies and regulations. Oversee the secure closing of the facility, ensuring all users have vacated the premises and the building is properly secured.

Qualifications:

Proven experience in hospitality, facility management, or a related field.

Strong interpersonal and communication skills.

Ability to work independently and make sound decisions.

Be pro-active and resourceful at solving issues as well as forward-thinking in developing strategies to improve hospitality and use.

Familiarity with basic maintenance tasks and AV equipment.

Commitment to providing a high level of customer service.

Availability to work evening hours, including weekends.

To Apply:

Position is part-time 19 hours a week. Hours are flexible according to building use, typically three hours a night from Monday through Saturday. Hourly compensation is 18-21 dollars depending on experience. If you are passionate about serving the community and have the skills and experience we are looking for, we would love to hear from you. Please email your resume and a cover letter detailing your interest and suitability for the role to The Rev. Melissa Adzima at melissa@ststephenslongmont.org.

At St. Stephen's, we strongly value diversity, seek to hire people who are confident in their competency, enjoy learning and collaboration, and approach their work with a commitment to service of all souls who come to St. Stephen's. We value both independent work and collaboration and strive for a flexible work environment that fosters creative growth and work-life balance.