



## SCHEDULE "A"

<b>Job Title</b>	Hospitality and Events Coordinator PT
<b>Department</b>	Connections and Outreach
<b>Location</b>	Prince of Wales Campus
<b>Band/Salary Range</b>	C/\$20/Hour/16 Hrs/Week (Extra hours required during major events or busy seasons will be paid separately, with prior approval).
<b>HR Contact</b>	Caitie Clarke   <a href="mailto:cclarke@metbiblechurch.ca">cclarke@metbiblechurch.ca</a>
<b>Will Train Applicant(s)</b>	Yes
<b>Track</b>	Operations
<b>Supervisor</b>	Director of Connections & Outreach
<b>Travel Required</b>	Within city limits
<b>Position Type</b>	Part-time
<b>Date Posted</b>	May 12, 2025
<b>Posting Expires</b>	N/A
<b>Send cover letter &amp; resume to</b>	<a href="mailto:employment@metbiblechurch.ca">employment@metbiblechurch.ca</a>

### Position Summary

The Events and Hospitality Coordinator (PT) plays a vital role in creating a welcoming, organized, and well-managed environment for weekly hospitality offerings and major church-wide events. This individual will oversee weekly café operations at both building locations, coordinate staff meals and gatherings, and serve as the primary logistics liaison for 3–4 major events per year. Working closely with volunteers, internal teams, and external vendors, this role ensures that The Met's hospitality and event logistics reflect excellence and care.

### Reporting Relationship

Reports to the Director of Connections & Outreach

### Experience and education

#### Qualifications

- Minimum 2 years of experience in hospitality coordination, event planning, food service, or a related administrative role.
- Experience supervising volunteers or team members is an asset.
- Proven ability to work with external vendors and manage logistics.
- Strong organizational and communication skills required.
- Familiarity with food safety and presentation standards preferred.
- Post-secondary education in hospitality, event management, or related fields is an asset but not required.
- A demonstrated commitment to serving in a church or ministry context is preferred.



### **Other**

- Must be a member Metropolitan Bible Church or able to complete the membership process within six months of joining.

### **Relational Style**

- Respectful, approachable, cooperative, and trustworthy—consistently reflecting The Met’s vision and values.
- Demonstrated ability to build rapport with volunteers and lead teams with encouragement and clarity.
- Able to collaborate across multiple departments and balance competing priorities with grace.
- Skilled at managing and prioritizing multiple projects and deadlines effectively.
- Proactive in identifying challenges and navigating bottlenecks before they escalate.
- Exercises sound judgment and mediation skills in interpersonal and team dynamics.
- Self-motivated, with a proven ability to inspire and mobilize others toward shared goals.

### **Role and Responsibilities**

#### **Hospitality Oversight (Weekly)**

- Supervise the Hospitality Assistant for his responsibilities.
- Oversee the preparation, set up and sale of coffee and cupcakes at the café in both designated church areas.
- Oversee café expenses and proceeds.
- Coordinate with volunteers to ensure all hospitality stations are fully stocked, clean, and welcoming.
- Ensure food safety, cleanliness, and presentation standards are consistently upheld.

#### **Staff Events & Meals**

- Support coordination of food for internal staff events such as lunches, breakfasts, or special gatherings.
- Liaise with external food vendors and delivery services as needed.
- Maintain up-to-date records of event needs, budgets, and logistics for staff hospitality.

#### **Major Event Coordination (3–4 annually)**

- Serve as the point person to coordinate logistics for major church-wide events and conferences.
- Facilitate communication and coordination between departments, volunteers, vendors, and leadership to ensure smooth execution.
- Track timelines, responsibilities, and updates to keep all parties informed and aligned.
- Coordinate vendor setup, food service, and post-event cleanup where applicable.



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## **Volunteer Engagement**

- Schedule, communicate with, and support hospitality volunteers.
- Help onboard and orient new hospitality volunteers when needed. Be the primary kitchen training personnel.
- Ensure volunteers feel valued and equipped to serve effectively.

## **Work Environment**

- Fast-paced, flexible, and highly collaborative.
- Primarily on-site during Sundays and event setups.
- Mix of hands-on tech, creative collaboration, and administrative work.

## **Additional Notes**

- Please advise us of any accessibility-related accommodation in your cover letter (or email).
- This job description is subject to change or revision at any time during employment. By accepting an offer of employment, the employee acknowledges and agrees to this condition.



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#### **SCHEDULE “B”**

**DOCUMENTS AVAILABLE ON <https://www.metbiblechurch.ca/member-resources>**

1. Metropolitan Bible Church Ministry Corporation Bylaw May 26, 2024
2. Metropolitan Bible Church Property Corporation Bylaw May 26, 2024
3. Personnel Manual (available upon acceptance)