



FULL-TIME HOSPITALITY COORDINATOR

**Note that this position can be physically demanding (lifting, bending, and or reaching) and will require lifting up to 25lbs.*

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact.

Renew is a community of believers that highly value prayer, worship, and the power of the Holy Spirit. Our ministry goals are hinged on partnership, and we believe that at the heart of partnership is generous hospitality.

So, we are looking for a Hospitality Coordinator to come join the hospitality department. If you are a highly motivated and organized individual who can assist in multiple small projects with short deadlines. If you like hospitality and serving others in that capacity, then this may be the opportunity for you. This role reports directly to the Office Manager.

Skills & responsibilities for this position include but are not limited to:

PREFERRED SKILLS

- Warm, hospitable presence
- Can multi-task well
- Excellent organizational skills
- Great time management skills and the ability to prioritize work
- Self-starter who takes initiative with very little supervision or direction

DUTIES & RESPONSIBILITIES*

- Help to coordinate (including set up & clean up) various office events
- Keep common spaces and guest houses clean, stocked, organized, and visually appealing

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UPDATED: AUGUST 2022

- Research and order hospitality items online for various buildings on campus
- Drive to different locations to pick up or to drop off items
- Coordinate with the Facilities Department about necessary maintenance to all buildings
- Keep Inventory of office supplies
- Run errands as necessary
- Oversee the volunteers on Volunteer Friday