

# CSCE Job Description 2019 - NEW

<b>Job title</b>	<i>Hospitality Liaison</i>
<b>Reports to</b>	<i>Director of Development (or their designee)</i>

## **Job purpose**

The Hospitality Liaison supports the events and social activities of Calgary Christian School as an extension of the CSCE's development efforts to build community, improve programming, and develop resources that support its mission. Specific duties and responsibilities are as listed below. The overall purpose of this role is to ensure events and social activities represent our School well through good communication, good food, and good fellowship.

## **Qualifications**

Qualifications include:

- Education – High School diploma required. Additional post-secondary education in food or hospitality services, and event planning is helpful.
- Driver's license and vehicle
- Strong written and verbal communication skills.
- Proficient in Google Suite or Microsoft Office apps.
- Experience with database entry, social apps, and basic web skills
- Ability to work well with others; professional and caring attitude.
- Flexible daytime and some evening hours (20 – 25 hours per month)
- Ability to carry boxes, move chairs, tables, and serving equipment/materials.
- Verified Police background check including Vulnerable Sector Search on file and current within CSCE policy requirements.

## **Duties and responsibilities**

- Support Staff in development and operating of events and meetings.
- Plan orders and pickup food and supplies for events as needed.
- Organize set up and cleanup of events/meetings
- Organize volunteer support through *SignUp Genius*. Create and manage people and opportunities through the volunteer app.
- Provide additional support to Development Office as may be required.

## **Other Duties**

Such related activities as may be required from time to time to support the Calgary Society for Christian Education and Calgary Christian School. In these things, we appreciate your participation.

## **Working conditions**

This is a CASUAL LABOR position compensated on an hourly basis. Scheduling of work days/times may vary; seasonally, this position may experience a high volume of activity. Actual days of work are dependent upon work load.

This job description supersedes all prior job descriptions and is meant as a guide to responsibilities, oversight and expectations contained herein.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	