



New Horizons Ministries is a multicultural organization whose mission is to be in relationship with homeless and street involved young people, serving and loving in the way of Jesus, equipping them to leave street life

## Hospitality Coordinator

Hours: 40 hours per week  
Supervisor: Director of Finance and Infrastructure  
Status: Non-Exempt

### **Job Description:**

The Hospitality Coordinator is responsible to coordinate food and food service for the Drop-In center and other agency gatherings.

### **Responsibilities and Duties:**

- Coordinate Food Program including:
  - Train, educate, and supervise food groups and facilitate new group orientation
  - Send email updates to food groups and coordinate food group calendar
  - Maintain statistics on the number of clients served, meals prepared, and dollar in-kind donations
- Facilitate and coordinate food services for agency events and fundraisers including: Volunteer Training, Volunteer Appreciation, Dessert Extravaganza, and Walk
- Coordinate youth Thanksgiving and Christmas parties
- Participate in Youth Mentorship Program
- Staff two (2) Life Discovery events per year and two (2) Self Care shifts (one morning and one evening) per month
- Coordinate Self Care Program including:
  - Train, educate, and supervise Self Care and clothing Volunteers
  - Coordinate Self Care calendar
  - Maintain statistics for Self Care Center
  - Maintain inventory for Self Care Center

### **Knowledge, Skills & Abilities:**

- All NHM staff must be Christians, personally committed to the Lord Jesus Christ, and their lives must demonstrate such a commitment. They must be non-judgmental and able to work with Christians of differing denominations.
- All NHM staff must be willing to work, fellowship, and journey together with Christians of different ethnicities, cultures, church, and societal backgrounds, and to respect those differences.
- Experience with at-risk youth or related service agencies required
- Minimum one (1) year administration and coordination experience
- Demonstrated ability to perform job responsibilities
- BA in related field preferred (experience in lieu of education accepted)
- Team oriented with good interpersonal skills
- Proficient within the PC environment – Word, Excel, and Outlook

**Salary: \$28,000 annual + DOE**

**Closing Date: Monday, March 19, 2010**

**Interview Date: Wednesday, March 31, 2010**

**Start Date: Monday, April 12, 2010**

**Send cover letter and résumé to [careers@nhmin.org](mailto:careers@nhmin.org)**