



JOB DESCRIPTION

Roman Catholic Diocese of Orange, Pastoral Center

POSITION TITLE:	Hospitality and Events Assistant
JOB CLASSIFICATION:	Part Time Non-Exempt
DEPARTMENT/PROGRAM:	Campus Hospitality
REPORTS TO:	Director of Hospitality
SCHEDULE:	Approximately 15 hours per week, with evening and weekends
PAY RANGE:	\$22.00 to \$24.00

Position Summary:

This position will provide critical support for on-site events during weekdays and weekends. This part-time role includes assisting the Hospitality and Events team with event preparation, coordination, and execution to ensure an exceptional experience for clients and guests. The ideal incumbent is organized, proactive, and comfortable working flexible hours based on event schedules.

Key Responsibilities: Because all RCBO employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

The position of Hospitality and Events Assistant consists of some or all of the following duties:

- **Event Preparation:** Assist the team with administrative and operational tasks, including preparing client materials and contracts, confirming room arrangements, and ensuring all necessary event supplies and equipment are ready.
- **Logistics Coordination:** Coordinate event logistics, including preparing setup requests, arranging AV needs, managing signage, and collaborating with key campus stakeholders such as security, facilities, and janitorial teams to ensure smooth execution.
- **On-Site Event Support:** Act as the on-site contact during assigned events, assisting clients, managing logistics, and resolving any issues or last-minute changes.
- **Client Interaction:** Provide friendly, professional support to clients and guests, ensuring their needs are met and their event experience is positive.
- **Policy Compliance:** Monitor and enforce adherence to campus policies and guidelines, addressing questions or concerns as they arise.
- **Post-Event Tasks:** Assist with post-event activities, including conducting post-event inspections, resetting spaces, and preparing detailed reports for the team.



- **Administrative:** Prepare comprehensive event reports to support team meetings and provide insights for planning and improvements. Collecting, tracking and depositing event deposits, payments and commission checks.
- **Flexible Coverage:** Maintain availability for a combination of weekday and weekend shifts, accommodating the varying schedules of events.

Qualifications:

- Previous experience in event coordination, hospitality, or customer service is required.
- Strong organizational and multitasking skills, with attention to detail and a problem-solving mindset.
- Excellent interpersonal and communication skills to interact effectively with clients, guests, and team members.
- Ability to work independently while maintaining a collaborative approach.
- Flexibility to work evenings and weekends based on event schedules.
- Proficiency in Microsoft Office Suite; familiarity with event management tools is a plus.
- Physical ability to stand for extended periods and assist with light event setup tasks.

Physical Requirements:

- Typical office environment with prolonged sitting using basic office equipment such as computer, laptop, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder. Outdoor venues may have uneven surfaces, requiring additional mobility. Use of stairs occasionally.
- Essential physical activities may include prolonged standing and walking, moving around and managing the event space. Light setup requires good manual dexterity and ability to reach, bend, sometimes push or pull equipment, occasionally carry materials as needed weighing up to 30 lbs. Coordinating and supporting events requires the ability to communicate with guests and colleagues.