



## **Hospitality Coordinator**

### **Youth for Christ Winnipeg**

**Full-time, permanent**

Youth for Christ Winnipeg is looking for a full-time, permanent Hospitality Coordinator to ensure our mission statement and operational values are fulfilled as it relates to welcoming and inviting guests, staff and volunteers to YFC Winnipeg. Located at 333 King St, the Youth for Christ Winnipeg office is home to ministries that reach over 6000 young people each year. Ministries operate throughout Manitoba as well as in the city of Winnipeg, and all are administrated through the head office.

A successful candidate for this position will recognize first and foremost that they will play a significant and vital role in the success of YFC Winnipeg; what you will do here will have an important impact on the young people who engage with the ministries at YFC. This is a support role to enable that front line ministry staff can focus more of their attention on delivering their programs.

The purpose of the position is to assume responsibility for creating a welcoming atmosphere for all who enter our building, including overseeing rental groups, facility tours, providing program information and registration information. In addition, the candidate will be responsibility for front desk reception schedule, provide training, meeting room bookings and building rental administration as well as responding to any special needs and services of our guests.

You will have the gift of hospitality, a Servant heart, will get along well with others and have good relational/people skills. You will also have strong organizational and administrative skills, problem-solved skills and excellent attention to detail. We are looking for someone with an outgoing, friendly and inviting personality. You will need to be able to work well in a team and on your own and will also need to be flexible and adapt quickly to manage multiple assignments.

As Youth for Christ is a faith-based organization, a successful candidate must be able to affirm and support our organization's Statement of Faith, and be committed to our mission. As well, he or she must live in vital union with Jesus Christ and be an active participant in a local church.

We are passionate about our goal of changing the lives of young people, and we would like you to join us. *If you are interested in applying for this position, please submit your resume and cover letter to Human Resources at ([hr@yfcwinnipeg.ca](mailto:hr@yfcwinnipeg.ca)).*