

Hospitality Coordinator - 333 King St

YFC Winnipeg

Full-time - Permanent

Youth for Christ Winnipeg is looking for an energetic and enthusiastic individual to serve as a Hospitality Coordinator to fulfill the mission of YFC by creating a welcoming atmosphere for all who enter our building including overseeing rental groups and facility tours. Located at 333 King St, the Youth for Christ Winnipeg office is home to ministries that reach thousands of young people each year. Ministries operate throughout Manitoba as well as in the city of Winnipeg, and all are administered 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. If you are passionate about helping others, and want to use your experience, skills, and knowledge to support the ministry of YFC in changing the lives of youth, then this may be the position for you.

Responsibilities

- Coordinate and manage all use of the YFC facility including internal ministries and outside groups.
- Provide YFC program and registration information to potential participants.
- Front desk reception schedule and training.
- Manage facility bookings and administration as well as respond to any special needs and services of our guests.
- Utilize software to manage youth attendance, activity, etc. in the facility.
- Be a support to the Director of Winnipeg Operations as directed.

Requirements

- Maintain a close, intimate relationship with God as a devoted follower of Jesus Christ.
- Be an active participant in the life of a local church.
- Affirm and support our organization's Community Covenant and Statement of Faith, and be committed to YFC's mission.
- A post-secondary certificate and a minimum of one year of experience would be an asset.
- Embrace YFC's core values with a strong heart for evangelism.
- Strong communication, organizational and administrative skills.
- Take initiative, pay close attention to details, and be willing to adapt.
- Able to work well in a team as well as on your own.
- Ability to manage multiple projects and deadlines while maintaining high standards of quality.

For more information or to submit your resume and cover letter, please contact Human Resources at hr@yfcwinnipeg.ca.