



Event Lead Job Posting

The Community House was established in 1911 and is listed on the National Register of Historic Places. It is a 501(c)(3) nonprofit that serves as a gathering place for a wide variety of activities including youth programs, adult fitness activities, weddings, fundraising events, community events, theater performances, and much more. The facilities include a theater, fitness center, gymnasium, and several multipurpose spaces including an historic garden courtyard and large indoor banquet space available for private celebrations.

We host over 50 weddings, bar/bat mitzvahs, and other large celebration events each summer in our historic garden courtyard and banquet spaces. The Community House is seeking part-time, seasonal staff to serve as Event Leads from May through October.

This is a wonderful opportunity for anyone who is interested in event coordination, establishing and cultivating vendor relationships, and enjoys helping bring a vision to life! This role is key to ensuring all vendors and clients have a good experience at the Community House, with a focus on the set up and kick off of each event. A positive, friendly, helpful, and outgoing personality is essential, and Friday, Saturday, and Sunday hours are required. We employ several Event Staff to allow for rotating coverage.

Responsibilities:

- Serve as the point person for vendors and clients on the day of the event to ensure the stage is set for success. This includes:
 - Work collaboratively with facility and maintenance staff to ensure that all equipment and requested items are ready and available for catering staff and all other vendors (DJ, florist, photographer, etc.) at the time of their arrival
 - Serve as the liaison between the Community House and event vendors the day of the event, clearly communicating policies and procedures, setting expectations that all vendors adhere to said policies and procedures, and helping caterers and other vendors ensure a fantastic guest experience.
 - Welcome and guide arriving clients and vendors to the event space and assist in any trouble shooting and/or management of last-minute changes
 - Provide light assistance in the set-up of spaces, when necessary
- Help direct arriving guests to designated areas of the facility.
- Photograph event setups and gather vendor contacts to support Community House social media campaigns.

Qualifications:

- Prior experience in hospitality, service, or event coordination required
- Dependable with a strong work ethic and excellent problem-solving and communication skills
- The ability to effectively communicate with vendors and guests in a clear and friendly manner
- The ability to work a flexible schedule including evenings and weekends depending on scheduled events
- The ability to lift up to 50 lbs. and assist in moving/carrying equipment including but not limited to tables and chairs

This position is part-time /seasonal and pays \$19/hour. Must be age 21+. Resumes and cover letters may be submitted to Sahra Ballowe, sahrab@mywch.org. Applications are reviewed as they are received. A criminal background check will be required.