



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 80 weddings, bar/bat mitzvahs, and other large celebration events each year in our Historic Garden Courtyard and indoor banquet spaces. The Community House is seeking 2-3 part-time, seasonal staff to serve as Event Leads from May through October.

This role is key to ensuring that all catered events go smoothly and is a wonderful opportunity for anyone who likes meeting people, enjoys cultivating vendor relationships, and thrives on creating memorable experiences and helping visions come to life! A friendly, helpful, and outgoing personality is essential, and Friday, Saturday, and Sunday hours are required. We employ several Event Staff to allow for rotating weekend coverage.

Responsibilities:

- Serve as the point person for vendors and clients and monitoring event activities to ensure compliance with Community House policies and procedures.
- Work with facility maintenance staff to ensure all equipment and requested items are ready and available upon catering and vendor arrivals.
- Welcome and guide arriving vendors into the event spaces.
- Help direct guests to designated areas of the facility throughout the event.
- Assist in trouble shooting or management of any last-minute set-up changes. Stay visible and readily available to assist clients, catering staff, and other vendors during the event.
- Provide light assistance in set up or breakdown of spaces, when necessary
- Ensure all vendors have properly executed all responsibilities set forth by the Community House prior to departing.

Qualifications:

- 21+ years old
- 2 years prior experience in hospitality, service, catering, or event coordination required
- Dependable with a strong work ethic and solid problem-solving skills.
- The ability to communicate with vendors and guests in a clear, effective and friendly yet firm 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 \$20/hour.

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.