

HOSPITALITY COORDINATOR

POSITION DESCRIPTION

General Description: The Hospitality Coordinator serves as a central liaison for hospitality-related logistics across the Seminary, supporting a welcoming, organized, and high-quality experience for all guests, event participants, and campus visitors. This role focuses on coordinating and facilitating logistics in partnership with Seminary offices and departments, rather than fully planning or executing events. The Hospitality Coordinator collaborates with internal stakeholders to ensure that logistical needs, including space utilization, guest accommodations, and support services, are aligned, communicated, and effectively implemented. This position also provides coordination for campus conferences and oversees guestroom operations in the Harrington Center. This position reports to the Director of Operations.

Essential Functions:

1. Seminary Event Coordination
 - Serve as a central point of contact and liaison for hospitality-related logistics for Seminary events across departments
 - Collaborate with department liaisons to plan, schedule, and execute events
 - Manage and maintain the seminary-wide event calendar
 - Ensure appropriate space setup, logistics, and support services for events
 - Develop event budgets in coordination with departments and ensure all events are executed within approved budget parameters
 - Monitor event-related expenses and provide cost tracking and reporting as needed
2. Guestroom Management
 - Manage and oversee Harrington Center guestrooms
 - Maintain and update the reservation system
 - Coordinate and oversee housekeeping services
 - Communicate with guests regarding reservations, payments, check-in, and check-out procedures
 - Ensure guestrooms are prepared to a high standard of cleanliness and hospitality
3. Conference Coordination
 - Serve as the primary point of contact for conferences hosted on the seminary campus
 - Coordinate logistics including guestrooms, meeting spaces, technology support, and dining/catering needs
 - Work with internal teams and external vendors to ensure successful conference execution
 - Support the development of conference budgets and assist with tracking logistics-related expenses in coordination with appropriate offices
 - Coordinate financial arrangements and manage accounting processes with external partners, including invoicing, payments, and reconciliation
 - Provide on-site support during conferences as needed
4. Adhere to seminary standards of professionalism, confidentiality, and integrity.
5. Other duties as requested.

Minimum Qualifications:

- One to three years of experience in event coordination, hospitality management, administrative support, or a related field
- Proficiency with Microsoft Office Suite, including Excel and Outlook
- Experience with reservation systems, event management software, or CRM platforms preferred
- Familiarity with budgeting, invoicing, and basic accounting processes; experience with NetSuite or similar systems preferred

Knowledge, Skills and Abilities:

- Strong customer service orientation with a commitment to hospitality and guest experience
- Excellent organizational and project management skills, with the ability to coordinate multiple events and priorities simultaneously
- Ability to develop, manage, and monitor budgets with attention to cost control
- Effective communication skills, including the ability to work with internal departments, external partners, and diverse constituencies in a non-profit, religious, and educational environment
- Problem-solving skills with the ability to anticipate needs and respond proactively
- Attention to detail and strong follow-through in logistics, scheduling, and financial tracking
- Ability to learn and manage reservation systems, event calendars, and related technology tools

Classification:

- Full-time
- Exempt
- Not telework eligible - on campus only

APPLICATION PROCESS: To apply, please submit your cover letter, resume, and three professional references with contact information to searchteamabusofc@ctsnet.edu. Applications accepted through July 17, 2026.

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Occasional evening and weekend work is necessary.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

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