FULL-TIME HOSPITALITY & EVENTS MANAGER

**Note that this position can be physically demanding (lifting, bending, and or reaching) and will require lifting up to 25lbs.*

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact.

We highly value prayer, worship, and the power of the Holy Spirit in our community.

Renew is looking for a Hospitality & Events Manager to fill an immediate full-time position on our team. The primary role of this position is to ensure positive partner (includes financial donors, ministries, volunteers) & staff experiences by managing the hospitality & event logistics. This includes coordinating vendors, accommodations, setup & arrange catering, managing inventory, and acting as a liaison to ensure smooth, welcoming, and efficient operations. This role requires occasional after hours and weekend flexibility.

The ideal candidate should be servant-hearted, organized, and able to juggle multiple small projects with short deadlines. This role reports directly to the Director of External Affairs.

Skills & Responsibilities for the Hospitality & Events Manager include but are not limited to:

NEEDED SKILLS

- Strong organizational, problem-solving, and time-management skills
- Excellent oral and written communication
- Warm & friendly disposition
- Ability to work effectively with diverse groups (staff, partners, volunteers, donors)
- Adaptability and grace under pressure
- Attention to detail, and ability to add that "personal touch"
- Good sense of presentation, decor, and overall design
- Proficiency in Google Suite

DUTIES & RESPONSIBILITIES

Office & Campus Hospitality

- Welcoming Atmosphere: Creating an environment that feels like home, promoting a sense of comfort and belonging.
- Concierge Services: Offering support, welcoming staff (when guests arrive & depart), personalized notes, and services that help to enhance the campus experience.
- Thoughtful Amenities: Providing quality coffee, healthy food options, and water
- Inventory: Maintaining and stocking office supplies, beverages, snacks, and paper products

On-site Events

- Execution & Support: Oversee event day operations, troubleshoot issues in real-time, and provide support for event hosts.
- Administrative Tasks: Maintain budgets, receipts, inventory, and email correspondence
- On-Site Execution: Supervising setup, coordinating volunteers, managing guest experience, and helping to direct the flow of the event.
- Post-Event: Overseeing cleanup, evaluating success through feedback