

Hospitality Coordinator Job Description

Job Title: Circles Hospitality & Event Coordinator

Reports To: Program Director

Position Status: Part-Time, 8-10 Hours a week, Hourly (\$20-\$25 based on experience)

Hybrid - must be available for events on night and weekends

Start Date: As soon as possible

SUMMARY

Hospitality and Event Coordinator manages meeting logistics, food coordination, and event setup for weekly programs and volunteer activities. This role focuses on the behind-the-scenes experience of Circles RVA meetings and events, creating a welcoming, efficient environment for all participants.

ESSENTIAL DUTIES & RESPONSIBILITIES

Meeting Night & Event Logistics

- Coordinate volunteers and logistics for all Circles meetings
- Secure and prepare locations, arrange supplies, and oversee setup/cleanup
- Ensure weekly meals are provided by obtaining sponsors or purchasing food

Volunteer Engagement

- Manage scheduling and task assignments for hospitality and event volunteers
- Organize volunteer appreciation events and campaigns
- Maintain records of volunteer participation and support materials
- Explore new opportunities to enhance volunteer involvement at events

Program Support & Team Coordination

- Coordinate hospitality and logistics that support and complement weekly programming
- Assist with basic administrative tasks such as printing/distributing materials and taking notes during meetings or events when needed
- Support and coordinate with Hospitality Resource Team volunteers
- Ensure volunteers are informed and supported in their weekly roles
- Provide reports and updates on events and hospitality performance

Purchasing & Administration

- Purchase supplies and materials for meetings and events within the approved budget
- Upload and document receipts, including the purpose and account information
- Attend regular staff meetings to coordinate hospitality efforts with broader program goals

QUALIFICATIONS

Required:

- Strong organizational and time management skills, with the ability to manage logistics and multiple details independently and efficiently
- Demonstrated experience coordinating events, meetings, or hospitality services in community, nonprofit, or similar settings
- Ability to create a warm, inclusive, and welcoming environment for diverse participants
- Experience working with and supporting volunteers, clients, guests, donors, etc.
- Basic budgeting and purchasing experience
- Proficiency in using tools like Google Workspace (Docs, Sheets, Calendar)
- Strong problem-solving skills and interpersonal skills
- Effective communication skills (written and verbal)
- Commitment to Circles RVA's mission and values

Preferred:

- Associate's or Bachelor's degree in hospitality, event management, nonprofit administration, a related field—or equivalent work experience
- Experience with food coordination (e.g., sourcing, serving, or managing meals at group events)
- Previous experience managing logistics for community programs, trainings, or events
- Familiarity with volunteer management software or systems
- Knowledge of or interest in trauma-informed and equity-focused hospitality practices

CERTIFICATES, LICENSES, REGISTRATIONS

Required - Current driver's license.

Preferred - Candidates or certified in Event Planning, Hospitality or related designations

PHYSICAL DEMANDS

Regularly required to stand, walk, bend, reach, lift, and carry items during event setup and cleanup

Ability to lift and move supplies and materials weighing up to 30 pounds

Occasionally required to climb stairs or navigate spaces not fully accessible

Must be able to drive to offsite event locations and transport materials when needed

Ability to remain on your feet or active for extended periods during meetings and events



To apply, send a resume and brief cover letter to admin@circlesrva.org.