

Hospitality Coordinator

The ACLI is seeking a Hospitality Coordinator to join the team. A go-to creative problem solver for the office, this individual will provide all levels of office operations support from front desk greeter to managing meeting room set up to supply orders to maintaining cafes. The career path will have many opportunities for growth, defined by the investment of the person's professional development, skills, desires, and the business needs of the association.

The ideal candidate will have one to two years of experience in administrative support, operations/office services/facilities, or event planning or related customer service/hospitality experience required; professional services firm preferred. High school diploma or Graduate Equivalency Degree is required. Professional communication skills are required as well as the ability to work independently and as an integral member of teams. Strong organizational and problem-solving skills and ability to manage competing priorities while maintaining sight of the overall objectives. Create effective working relationships and build connections with all stakeholders. Demonstrate high levels of customer service and sensitivity in responding to guests' needs. Meticulous attention to detail necessary. Comprehensive knowledge of, and experience with Microsoft Word/Excel/PowerPoint. Ability to regularly lift loads of 25 pounds daily; ability to occasionally lift up to 50 pounds. Ability to stand, walk, and work on feet for several hours, daily.

This is a part-time position working Tuesdays, Wednesdays and Thursdays from 8:00am to 5:00pm. Person must have the flexibility to work overtime or weekdays outside the routine hours, when events dictate additional coverage/support.

Salary range: \$40,000-\$52,000

The ACLI offers a competitive compensation and benefits package. Interested candidates should email their resume to: HR@acli.com, ATTN: HR – Hospitality Coordinator