1407 Cleveland Ave. N St. Paul, MN 55108 (651) 659-9740 www.thehospitalitycenter.org

PROGRAM ASSISTANT

Reports to: Program Coordinator & Executive Director
Hours: Ideally, 20-24 hours a week, starting by January 12th
Role: This is a Temporary Position that ends by May 31

Organizational Summary:

The Hospitality Center's vision is to see international students transformed by the gospel. Our mission is to share the love of Jesus with international university students by welcoming them to the Twin Cities and connecting them to Christian volunteers where opportunities to know Jesus can happen. Integral to this mission, and the Program Coordinator position, is overseeing the student group and leading the planning and execution of events.

Position Overview:

The Program Assistant will be responsible for assisting the Program Coordinator in the planning and execution of events to fulfil the Hospitality Center's mission of sharing the Love of Jesus with International students. The ideal candidate demonstrates a deep love for Jesus and a genuine heart for international students.

This role requires someone who is energized by collaboration, working closely with the Program Coordinator, and who also desires to see the ministry thrive by creating welcoming, meaningful, and impactful experiences for both students and volunteers. At the same time, this person must be capable of managing tasks and projects independently with minimal supervision. The individual must possess strong organizational abilities, including the capacity to track details, manage timelines, coordinate logistics, and follow through on assignments with excellence.

Essential Duties and Responsibilities

Program Support

- Lead the execution of select Hospitality Center events assigned by PC
  - Emailing community event details, requirements and answering questions
  - Helping with forms, data, scheduling
- Assist in the execution of monthly Celebration Meals
  - Facilitate the event details, set-up to take down, helping volunteers with assignments, greeting students, etc.
- Additional tasks as assigned by the supervisor
  - Track attendance, collect feedback, and assist in evaluating program success.
  - Maintain event supplies and ensure readiness for upcoming programs.

    - Assist in caring for international students through hospitality, conversation, and presence at select events.
    - Be flexible to support other ministry needs as assigned by the Program Coordinator or programming team.

Work Schedule:

- Monday and Tuesday afternoons every week to coincide with the bi-weekly CSP event
- 2nd Saturday every month to attend our monthly Celebration Meals
- Week to week rhythm and schedule can be determined with supervisor

Compensation:

- $22-23 per hour
- Mileage reimbursement for work travel
- Flexible Hours

Qualities of the Ideal Candidate:

● Highly Missional. Able to articulate the Christian faith. Active member of a local church. Agreement with the Hospitality Center's statement of faith and mission. Has a strong desire to use their gifts and talents to positively impact Christian ministry.
● Desire to learn: Constantly desires to improve skills, learn from the excellence of others and can receive collaborative feedback.
● Self-Motivated and takes initiative: Does not require extensive directions. Is skilled at taking an idea and running with it.
● Reliable and consistent: Gets the job done, on time, and with excellence.
● Relational: Values and has a proven track record of developing strong healthy relationships. Desires to be a contributing member of the team who desires their good as well as his or her own.
● Communication: Demonstrates excellent verbal and written communication skills. Capable of clear, creative, passionate, and grammatically correct communication.

Signature Date

Signature Date

Effective Date Signature