



Sisters of St. Joseph of Carondelet

St. Paul Province

Event Host

On-Call Days, Evenings and Weekends

\$18.00 / hour

Please send resume or request for application to apply@csjstpaul.org

POSITION SUMMARY:

Looking for a position that offers variety? Carondelet Center is a host facility for conferences, retreats, meetings and events, committed to creating an atmosphere for lifelong learning, personal growth, the arts and spirituality.

An Event Host position is available on evenings and weekends with some weekday opportunities as well. An average of three shifts a week; shifts are 4-7 hours long. Schedules are set a week in advance.

DUTIES & RESPONSIBILITIES:

Room set up
Furniture placement / tables and chairs
AV set up
Food set up
Assist caterers if needed
Greet and direct individuals and groups for events and meetings.

QUALIFICATIONS:

Basic knowledge of and ability to set up AV equipment such as projectors, microphones and sound.
Experience in food industry or with events.
Ability to create a hospitable presence and welcoming atmosphere.
Interest in conference and retreat facilities and a willingness to learn preferred.
Able to work independently along with anticipating the needs of the groups.
Must be able to meet physical demands of the position that include heavy lifting, pushing, pulling, stooping, bending, reaching, walking and standing for long periods of time.

Equity Statement Purpose

The CSJ Charism affirms the inherent value of all people. Together we continue to build a community environment that evaluates, celebrates, and encourages diversity in all our practices. This is our collective work.

To this end, the CSJ Community works for equity and inclusion within and beyond the CSJ Community. We invite everyone to join us, hold each other accountable and help us live out our profound love of God and Dear Neighbor without distinction.