

WSC DIRECTOR JOB DESCRIPTION

TITLE: WSC DIRECTOR Part-time

Overview of WSC:

The Washington Seminar Center (WSC) is a mission of the Capitol Hill Presbyterian Church (CHPC). It is an affordable lodging and meeting facility for groups visiting the Nation's Capital, offering 65 hostel / bunk accommodations, gathering spaces, dining spaces, a spacious kitchen, and a prime location four blocks from the U.S. Capitol.

Position Purpose:

The WSC Director is the face of this ministry of hospitality. They oversee all aspects of the WSC, which include but are not limited to: Coordination of guests and facilities; marketing; managing the website; working with the Office Manager on calendar coordination and other use of the WSC; and working with the Pastor to keep the congregation informed and engaged in the work of the WSC.

Required Skills:

1. Demonstrated interpersonal skills; organized; self-motivated; professional
2. Comfortable with Google Workspace (formerly G Suite), website management
3. Ability to maintain confidentiality of church internal affairs.
4. Commitment and desire to serve the church, particularly the Presbyterian Church (USA).

Preferred, but Not Required Experience:

1. Hospitality Management experience.
2. Non-profit experience.

Responsibilities:

1. Administrative:
 - a. Provides essential administrative support and communication with guests.
 - b. Processes all inquiries for the WSC
 - c. Schedules and manages the accommodation of groups.
 - d. Manages payments, invoices, budgets, and expenses.
 - e. Reports monthly to the Session (CHPC leadership) on WSC usage, guest activities, and reservation trends.
2. Hospitality:
 - a. Is the point of contact with guests.
 - b. Monitors the condition of the facility and supplies before, during, and after a stay.
3. Marketing:
 - a. Manages the WSC website and social media accounts.
 - b. Recruits WSC guests through developing promotional literature and marketing
 - c. Maintains and grows community partnerships with local and national organizations

*The Position is currently set at twenty hours per week, but could increase as WSC occupancy grows.

To apply, please submit your resume, cover letter and reference list to admin@capitolhillpreschurch.org, or to Pastor Rachel Vaagenes at rlv@capitolhillpreschurch.org