



Coordinator of Community and Hospitality Initiatives Union Presbyterian Seminary

Purpose:

The Coordinator of Community and Hospitality Initiatives has responsibility for a variety of projects at Union Presbyterian Seminary's Richmond campus. The position involves oversight of the Coffee Shop, hospitality and events, and sustainability efforts on campus along with integration of the seminary's core values of social and ecological justice-seeking and community engagement through Yaupon Place. The person reports to the Vice President for Strategy and Institutional Effectiveness.

RESPONSIBILITIES AND DUTIES:

Campus Food, Hospitality, and Sustainability

1. Manage the Coffee Shop
 - a. Be present when Coffee Shop is open between 11:45 a.m.-1:15 p.m. Monday through Thursday.
 - b. Hire, schedule, and oversee student workers.
 - c. Manage the budget for the Coffee Shop with the goal to breakeven and to minimize a need for financial subsidies.
 - d. Order the food, beverages, and related supplies.
 - e. Direct a sustainability plan for the Coffee Shop (paper products, composting, etc.).
 - f. Attend to the kitchen equipment and schedule repairs as needed.
 - g. Conduct regular assessments of the usage of the Coffee Shop, its contribution to community life, the amount of food waste, etc.

2. Oversee Hospitality and Events
 - a. Serve as the primary event coordinator for the Richmond campus.
 - b. Organize Community Lunches once per month during the Fall and Spring terms, with an additional lunch during the Reading Week, and one during May term.
 - c. Work with a caterer(s) to provide the Community Lunches and other UPSem events involving food on campus.
 - d. Oversee the set-up, execution, and cleanup of events.
 - e. Serve as point of contact for outside groups requesting to use seminary space.
 - f. Serve as a resource for campus offices to ensure the execution of successful events.
 - g. Coordinate the seminary's master calendar.

3. Coordinate Sustainability Efforts

Phase One

- a. Foster a culture of sustainability and environmental awareness within the seminary.
- b. Meet with members of the seminary community to gather ideas and hopes for sustainability efforts on the Richmond and Charlotte campuses.
- c. Work collaboratively with Physical Plant staff to determine a plan to implement best practices regarding waste management to ensure proper collection, sorting, recycling, and composting.

Phase Two

- d. Provide information and training for the seminary community in waste management, recycling, and composting. Use the Coffee Shop as a starting point for this effort.
- e. Collect and analyze waste management data, develop trends, and establish baseline measures and goals for success.
- f. Develop reports, share reports, and present materials to internal and external stakeholders.

Yaupon Place

Yaupon Place is an innovative site of integration for the seminary's core values of social and ecological justice-seeking and community engagement. Yaupon Place is on the seminary's Westwood tract, which contains a walking track, playground, labyrinth, and diverse and numerous trees. Building on the seminary's history of serving our diverse neighbors in Richmond through recreational ministry, Yaupon Place is a public ministry innovation that engages the seminary community, our neighbors, and community partners. One of the primary partners is Shalom Farms, which runs a thriving farm on the seminary's Westwood tract, adjacent to Yaupon Place (the park area).

1. Work with the Academic Dean and faculty to imagine, design, implement, and assess new projects to support faculty development in public theology in relation to Yaupon Place, and through Yaupon Place with Shalom Farms. This project intends to explore and develop strategies through which Yaupon Place will become a resource for the seminary's degree programs and certificate programs.
2. Work with the Director of the Leadership Institute to develop projects that engage the seminary's other partners, including non-profit organizations and congregations in Richmond. These projects will include public lectures, seminars, and workshops that engage the local community in ways that help to integrate social and ecological justice within an interfaith framework. Building on successful summer programs in the past, there may be new opportunities for summer projects with children, youth, and adults.
3. Help the seminary and its partners, primarily Shalom Farms, develop and realize a vision for broader community engagement.

KNOWLEDGE, SKILLS, AND QUALIFICATIONS:

- Minimum of a college degree from an accredited institution

- Background in and/or familiarity with theological education
- Experience in educational institutions
- Experience in community and interfaith engagement
- Knowledge of sustainability and environmental awareness
- Passion for the intersection of ecology and theology
- Experience with food service
- Excellent organizational skills and knowledge of Microsoft Office Suite, developing reports, charts, etc.
- Ability to handle multiple tasks and execute multiple priorities
- Exhibit a spirit of hospitality and sensitivity to human relations
- A spirit of cooperation and willingness to work as a team member with UPSem administrators and staff members

WORKING CONDITIONS:

- Non-exempt, full-time position located on the Richmond Campus.
- Flexibility to work on weekends and evenings as needed.
- Some travel may be required.
- Some physical work, lifting of 20 lbs., etc. is required.

June 11, 2024