



NYSUM Reservations Coordinator

Full Time (40 hours per week)

The purpose of this ministry position is to serve NYSUM in various aspects of Administration, Communication, Marketing and Ministry

I. General Responsibilities

1. Maintain and follow-up with online request forms/inquiries submitted by anticipated guest
2. Assist Reservations in follow-up phone calls with anticipated and visiting teams
3. Handling guests related requests
4. Conducts orientations and debriefs
5. Assist to implement NYSUM'S already established purposes and policies in a positive way
6. Assist the Ministry Services Department with different areas
 - ▶ Answering the Phone@ front desk and manning the front desk and whatever needs Ministry Service Department Director has need of
 - ▶ Data Entry
 - ▶ Other office work when needed
7. Taking reservations from churches, colleges and ministry teams
8. Scheduling and collecting payments (including credit cards)
9. Greeting & resolving guest questions
10. Make marketing type calls to introduce NYSUM to churches, universities & missions organizations.
11. On occasion lead NYSUM ministry teams to various outreaches

II. Priorities and Parameters

1. Mature & Stable Christian with a heart to serve others-Hard worker that is energetic and passionate about ministry
2. Customer Service/Communication Skills

III. Typical Schedule

- A Mon. -Sat. 7am -3pm, 8am -4pm, 10am -6pm, 4pm-12am
- B. Split shifts
- C. Sun. (Occasionally)

IV. Financial Package: TBD

V. Commitment as a NYSUM Staff Member – 2 years preferred

Interviews with Debora Fahasovana, Ministry Services Office

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Download Applications & email to both: debora@nysum.org or MinistryServicesDir@nysum.org