

Lena Pope is accepting applications for Event Host-part-time. Interested candidates should email a cover letter, resume and submit an on-line application to applications@lenapopehome.org. EOE

EXTERNAL JOB POSTING

POSITION TITLE: Event Host, part-time

SUPERVISOR: Amon Carter Center Coordinator

PRIMARY FUNCTION: Provide customer service for visitors to the Amon Carter Center by participating in event set-up and clean-up activities and ensuring Amon Carter Center clients/guests adhere to contract terms and rental guidelines during events.

QUALIFICATIONS:

- **Educational/Certification:** Degree from an accredited college or university or equivalent experience. Driver's license required.
- **Required Knowledge:** Event planning and coordinating events knowledge. Knowledge of computer skills, knowledge of presentation software programs required.
- **Skills/Abilities:** Strong oral and written communication abilities; ability to manage multiple projects simultaneously; excellent organizational skills.
- **Other Requirements:** Must have a driving record which is within the guidelines of the insurance underwriter. Must not have been charged with or convicted of a criminal offense that would disable the employment by failing to meet minimum standards as set by the Licensing Branch of the Texas Department of Family and Protective Services.

LOCATION

3200 Sanguinet Street
Fort Worth, Texas 76107