

The Woman's Club of Fort Worth

ROOM ASSISTANT (Part-Time Day and Evening Shifts)

(This position is part-time. Day and Evening Shifts. Hours will be scheduled: Monday through Friday during operating hours and events; Occasional Weekends as Required).

The Woman's Club of Fort Worth is a 501(c) (3) nonprofit corporation that has been dedicated to empowering women through educational programs and community development since 1923. The Club's corporate membership is comprised of 36 individual clubs that serve women by providing opportunities to study individual areas of interest. Additional programming is provided through departments that offer classes in different humanities focused subjects. The Woman's Club of Fort Worth has over 1,100 members and is housed at 1316 Pennsylvania Avenue in Fort Worth, Texas. The campus is composed of four (4) historic homes, an art studio, banquet hall, commercial kitchen, and a one block parking lot. Website: www.thewomansclubfw.com.

Room Assistant Job Description: The Room Assistant plays a critical role in ensuring the smooth operation of meetings and events at The Woman's Club of Fort Worth. As a part-time member of the team, you will be responsible for setting up and tearing down meeting rooms, supporting guests and members during events, and maintaining the overall cleanliness and organization of event spaces. You will work closely with other team members to create a welcoming environment for all guests and members.

Key Responsibilities:

- 1. Room Setup & Teardown:** Set up and arrange meeting rooms, including seating, AV equipment, and any other necessary items for meetings or events. Tear down and clean rooms after events to ensure they are ready for the next booking.
- 2. Guest & Member Support:** Provide assistance to guests and members during meetings and events, ensuring a smooth and pleasant experience. Be available to address any guest needs or questions during events.
- 3. Event Logistics:** Assist in the coordination and flow of meetings or events, ensuring all logistical needs are met. Monitor event space during activities to ensure everything runs smoothly.
- 4. Multitasking & Meeting Deadlines:** Handle multiple tasks and priorities, ensuring deadlines are met for room setups, event preparations, and other responsibilities.
- 5. Team Collaboration:** Work closely with other Room Assistants, Event Managers, and staff to ensure the successful execution of events and meetings. Assist in other tasks as needed to support the team.
- 6. Physical Requirements:** Lift and move up to 30lbs of event materials and equipment. Maintain a high level of physical activity and assist with moving furniture and AV equipment.

Qualifications:

- Prior experience in event coordination or hospitality is a plus, but not required.
- Strong ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Excellent customer service skills with a positive, team-oriented attitude.
- Ability to lift 30lbs and assist with room setups and tear-downs.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Commitment to upholding the values and mission of The Woman's Club of Fort Worth.

Join our team and become part of a community dedicated to empowering women and making a positive impact in Fort Worth. If you're passionate about customer service and creating welcoming environments, we want to hear from you!

To apply, please submit your resume, a cover letter outlining your qualifications and interest in the position, and 3 references to director@thewomansclubfw.com. We look forward to reviewing your application. **The Woman's Club of Fort Worth is an equal opportunity employer and welcomes candidates from all backgrounds to apply.**