

# ***OBLATE SERVICE CORPORATION***

## ***Oblate School of Theology***

285 Oblate Drive San Antonio, TX 78216  
Ph: (210)341-1366 Web Site:[www.ost.edu](http://www.ost.edu)

### **JOB OPENING**

The Oblate Service Corporation is seeking applicants for **HOSPITALITY & COMMUNICATION COORDINATOR** position at the Oblate School of Theology (OST). The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together different cultures, OST educates for mission.

**POSITION:** ***HOSPITALITY & COMMUNICATION COORDINATOR***

**POSITION STATUS:** Full-Time, Non- Exempt

**SUMMARY:** The Hospitality & Communication Coordinator (HCC) oversees the daily operations of the retreat center for individuals and groups up to 130 people. They organize and oversee the setup and execution of conferences, retreats, and hospitality functions at the Oblate Renewal Center. They act as the liaison between inter-campus departments to ensure the running of operations as they pertain to the hospitality department.

**WORK HOURS:** 40 (+) hours per week; Day, weekend, and special event availability, including evenings as needed.

**EDUCATION/SKILLS:** High school diploma or GED, required. Bachelor's Degree preferred. Minimum of 1 to 2 years related experience (e.g., Front Desk, Concierge, Hospitality, Room Management, or Customer Service roles), required. Must be highly Organized. Must have working knowledge of Microsoft Office. Experience in reservation or database systems, preferred. Customer service and hospitality skills required. Able to multi-task, required. Possess excellent written and verbal communication skills. Ability to understand and follow directions required. Must be able to lift to 40 pounds. Must be able to sit, walk, bend, push, and pull. Bilingual skills (English, Spanish), preferred.

**JOB CLOSING DATE:** Until filled

**Qualified candidates should Visit [www.ost.edu](http://www.ost.edu) to apply under the CAREER OPPORTUNITIES section.**

***Employee referrals are welcomed.***

***Oblate Service Corporation and its affiliates are an Equal Opportunity Employer***

*August 25, 2021*