

Position: Facilities Event Steward

Start Date:

Employment Type: Part-time (up to 19hrs a week)

Reports to: Director of Facilities

Organization:

The Unitarian Universalist Urban Ministry (UUUM) is a non-profit, non-sectarian organization with a mission to work across race and place to dismantle racism and white supremacy culture and to advance racial, economic, and social justice. We envision a Greater Boston where all people live with freedom and dignity, and have equitable access to resources and opportunity to shape the present and the future. Since 1826, the UUUM has created many channels to conduct its work in addressing social injustice, and continues to evolve in order to do so.

Job Summary

We are seeking a reliable, professional, and helpful Event Steward to join our staff. This position is essential for the smooth operation, safety, and cleanliness of event spaces. Key responsibilities include managing crowd flow, inspecting facilities, and setting up furniture.

Responsibilities:

- **Event Logistics & Setup:**
 - Execute the setup and breakdown of event spaces, accurately arranging tables, chairs, and staging according to floorplans.

- **Safety & Compliance:**
 - Enforce building rules and safety guidelines (e.g., "no eating or drinking" policies).
 - Efficiently manage crowd flow and density to prevent overcrowding.
 - Oversee all ingress (entry) and egress (exit) points and assist with parking control.

- **Venue Maintenance & Security:**
 - Maintain venue cleanliness throughout the event by routinely emptying trash receptacles.
 - Manage opening procedures for all events.
 - Handle all closing duties, including securing and alarming the building after event completion.

Required Skills & Qualifications:

- **Physical Requirements:** The ability to stand for extended periods and perform necessary physical tasks, such as moving and arranging event equipment.

- **Adaptability:** Must have flexibility and availability to work non-traditional hours, including evenings, weekends, and late-night shifts.
- **Problem-Solving:** Demonstrated capability to efficiently address and manage logistical issues, safety incidents, and emergencies.
- **Experience:** Relevant experience preferred

Compensation: \$22 per hour (with a minimum of 4-hours per event)

Location: 10 Putnam Street, Roxbury, MA 02119

To Apply: Please email your resume and cover letter to Shamika Harrison, Director of Facilities sharrison@uum.org and include "Meetinghouse Event Steward" in the subject line.