FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Conference Services Associates

PART-TIME

Located in in the heart of the beautiful Blue Ridge Mountains of Western North Carolina in Black Mountain on a picturesque 1,200-acre campus, the YMCA Blue Ridge Assembly is a non-profit conference and retreat center. For more than a century we have hosted a diverse array of groups—churches, schools, colleges, family reunions and youth groups, among others. As a hospitality-focused YMCA, we are committed to delivering exceptional experiences for our 33,000 annual guests while developing a team of values-driven leaders.

SUMMARY

YMCA Blue Ridge Assembly is seeking motivated, customer-focused individuals to join our team as **Conference Services Associates**. In this role, you will help create exceptional experiences for guests by preparing meeting spaces, supporting conferences and events, and ensuring group needs are met throughout their stay. Working behind the scenes and directly with guests, Conference Services Associates play an important role in the successful execution of retreats, conferences, meetings, and special events across campus.

This position is ideal for individuals interested in hospitality, event operations, tourism, or guest services who enjoy working in a fast-paced, team-oriented environment. As a Conference Services Associate, you will gain valuable hands-on experience in event setup, audio-visual support, customer service, and conference operations while working in the beautiful Blue Ridge Mountains.

QUALIFICATIONS AND SKILLS

- Strong customer service and communication skills.
- Friendly, professional, and team-oriented attitude.
- Ability to work independently and efficiently in a fast-paced environment.
- Strong attention to detail and organizational skills.
- Ability to lift, carry, push, and move up to 50 pounds.
- Ability to remain on your feet and perform physical work for extended periods.
- Flexibility to work mornings, evenings, weekends, and holidays as needed.
- Valid driver's license preferred.
- Commitment to the mission and values of the YMCA.
- Previous experience in hospitality, guest services, event operations, conference services, or customer service.
- Experience with audio-visual equipment, including projectors, microphones, and sound systems.
- Interest in Hospitality Management, Tourism, Business, Event Management, or related fields.
- Bilingual English/Spanish skills are a plus.

RESPONSIBILITIES AND APTITUDES

- Set up and break down meeting rooms, conference spaces, banquet areas, and special event venues according to event specifications.
- Arrange tables, chairs, staging, and equipment to support conferences, retreats, and group programs.
- Maintain clean, organized, and guest-ready meeting spaces throughout events.
- Assist with the operation and basic troubleshooting of audio-visual equipment, including projectors, microphones, sound systems, screens, and presentation technology.
- Provide on-site support during meetings and events to ensure guest needs are met promptly and professionally.

- Work directly with conference leaders and guests to address room setup requests and event-related needs.
- Transport furniture, supplies, and equipment throughout campus as needed.
- Drive campus vehicles to assist with event operations and logistical support.
- Coordinate with Housekeeping, Dining Services, Guest Services, and Maintenance teams to ensure seamless event execution.
- Monitor event schedules and assist with last-minute setup changes when necessary.
- Help maintain inventory, storage areas, and conference equipment.
- Perform general cleaning and upkeep of meeting spaces and conference facilities.
- Support additional Conference Services projects and operational needs as assigned.

COMPENSATION AND BENEFITS

- **$13.00-$14.00** per hour, based on experience and qualifications.
- Complimentary on-site housing in a furnished residence with utilities, Wi-Fi, kitchen access, and common living spaces included. **(NO BILLS)**
- Complimentary meals when conference groups are being served.
- Opportunities for professional development, certification training, and leadership growth.
- Discounts on YMCA Blue Ridge Assembly activities and lodging.

Housing Eligibility: Due to employee housing program guidelines, on-campus housing is available only to staff who are **18-28 years of age**. Applicants outside this age range may still be considered for employment but must secure their own off-campus housing, as housing accommodation will not be provided.

WHY JOIN OUR TEAM?

Join **YMCA Blue Ridge Assembly** and become part of a community where your work makes a difference every day. Set on a breathtaking 1,200-acre campus in the Blue Ridge Mountains, our team is dedicated to creating memorable experiences for guests from around the world. Whether you're launching your career, building professional skills, or seeking a unique seasonal opportunity, you'll gain valuable hands-on experience, grow through meaningful work, and develop lasting friendships in a supportive, mission-driven environment. At Blue Ridge, you're not just taking a job, you're becoming part of a tradition of service, hospitality, and personal growth that has impacted lives for more than 100 years.

APPLICATION PROCESS

If you are interested in hospitality, event operations, and creating outstanding guest experiences, we invite you to apply for the **Conference Services Associate** position at YMCA Blue Ridge Assembly. Join our team and gain valuable hands-on experience while supporting conferences, retreats, and special events in the beautiful Blue Ridge Mountains. Apply today through our website at **https://blueridgeassembly.org/employment-application/** or submit your resume to **Esteban Andrade** at **eandrade@yblueridge.org**. Applications will be reviewed on a rolling basis until the position is filled.