

Job Description

Title: Events and Catering Coordinator
Salary Hiring Range: \$73,000 - \$78,000
Reports to: Executive Leadership
Unit: Social Enterprise

Regular Full Time: 40 hours/week
Exempt
Start Date: Spring 2022

Summary

“You saved my life!” We hear this on a regular basis. Would you like to join our team of lifesavers and change-makers? Does ending homelessness in Marin County through affordable housing development, support services, job training, and social enterprise excite you? If yes, then we want to hear from you!

Under the general supervision of the Executive Leadership and working in close collaboration with the Culinary and Development Departments, the Events and Catering Coordinator oversees all operations of Homeward Bound’s Key Room event venue (www.thekeyroom.com) including, but not limited to, scheduling and coordinating room rentals, marketing the space, and coordinating sales of our Halo product line of specialty foods. The Events and Catering Coordinator will also provide training to students of our Fresh Starts Culinary Academy as well as front-of-house staff on event procedures. Additionally, this role will coordinate with the Finance Department to ensure the timely and accurate completion of transactions, invoices, and sales for the Key Room and Halo products.

This is a great opportunity for someone with experience managing special events to be part of a growing organization that helps people in Marin County transform their lives through training, employment and housing.

Key Responsibilities

Sales

- Schedule events and coordinate Key Room rentals
- Work with customers to plan menus and room set-up
- Maintain a skillful working relationship with vendors
- Use invoicing software and systems established by the finance department (QuickBooks, Outlook) to coordinate customer transactions and process payments
- Prepare and provide all invoices in a timely manner
- Update a shared events calendar on a weekly basis to share with the culinary team
- Work with the Development Department and Leadership Team to plan and coordinate internal events
- Market the Key Room and associated events to repeat and new customers
- Coordinate outreach and marketing targets with the Development Team

Event and Catering Coordinator

- Coordinate Halo product orders, sales, customer-delivery/pick-up, and inventory
- Schedule and supervise volunteers to assist with the labeling and sale of Halo products, primarily during the winter holiday season

Hospitality

- Meet, greet, and welcome interested parties to the Key Room
- Create a welcoming environment for all who visit
- Train front of the house staff on all event procedures
- Manage event set-up and tear down; problem-solve issues
- Represent Homeward Bound at events as needed

Management

- Work with Fresh Starts Culinary Academy students to establish standardized event procedures
- Train front of house staff on all event procedures
- Plan an agenda for weekly culinary team meetings

Competencies

- Experience managing special events
- Excellent verbal and written communication skills
- Detail oriented and organized
- Computer expertise in Microsoft Word and Excel
- Ability and commitment to work in a team environment
- Experience with audio/visual equipment and systems
- Ability to work with diverse staff and clientele

Qualities

- Hospitable and welcoming spirit
- Open to suggestions, ideas, and ways to improve operations
- Experience with culinary teaching a big plus
- Equanimity and flexibility
- Sense of humor
- Passion for equity and social justice
- Bi-lingual speakers highly desirable

Hours

This is a full-time position requiring 40 hours a week with a flexible schedule based on the operational hours of events, which may include some evening and weekend work.

Compensation

The salary range for this position is \$73,000 - \$78,000. Homeward Bound offers a very competitive benefits package, including 100% employer paid medical, vision, and dental insurance, 120 annual vacation hours, and a 403(b) retirement plan with discretionary employer match.

To Apply

If you believe this position is right for you, please email your resume and cover letter to careers@hbofm.org, and include "Event Coordinator" in the subject line.

Equal Opportunity

Homeward Bound is an equal opportunity employer. We stand for justice and equity. We celebrate diversity and we are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training.

Background Checks

Homeward Bound is committed to providing safe and productive working, learning, and living environments for our staff and clients. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.