

# Event Coordinator Position

## COMPANY DESCRIPTION

HazelBea Catering is a food-first catering company serving local mountain fare for over six years. We provide a fresh take on catering through innovative and delicious food in a welcoming and warm environment. We strive to find a balance in work and life – because we find pleasure in both. Our team is growing and we hope you can join us.

In addition to catering, HazelBea At Home cooks healthy, prepared entrees and delivers them across the New River Valley. We work with local farms to source amazing products and turn them into oven-ready meals for busy homes. We believe in eating together, and our meals have given our customers the opportunity to do that again.

We also partner with Millstone Kitchen for Neighbors In Need, a donation-based program that serves multiple outlets to provide homemade meals for food insecure families.

## JOB DESCRIPTION

In spite of the massive challenges faced by the foodservice industry, HazelBea has prevailed and remained in operation, pivoting to mutual aid, curbside and home deliveries. This has allowed us to keep the business alive and re-emerge in full force post-corona.

We need a dedicated, reliable, and energetic part-time-to-full-time Event Coordinator who is motivated by the prospect of growing with and building a company. This is an excellent role for someone who is passionate about the food business and loves both the art and the logistics required to make it all happen. You have the opportunity to spread joy in our community with HazelBea.

This position coordinates the smooth execution of all catered events by serving as the principal contact & manager. The EC will be poised to have a great impact on the growth of our prepared meals program, HazelBea At Home. The EC will be trained on our website and post new menus weekly, as well as manage all social media. This position may also help in the kitchen and wear many other hats as needed. A full time position is available once training is complete.

## RESPONSIBILITIES

- First point of contact & communication with incoming and returning clients
- \* Manage all social media for HazelBea Catering and HazelBea At Home
- \* Use MailChimp to develop and manage email blasts

- Utilize Google Docs/Drive/Sheets/Hangouts/Gmail/CRM/MailChimp to build and maintain an events prospect database, track all communications and activities with those prospects, and record all sales made
- Respond to phone/online inquiries, conduct tours and meetings for events
- Work with the Chef & Owner to determine selling prices and menus for catered events
- Plan and coordinate details of catered events to include specifications and quantities of goods/wares to order, determining manpower levels, recommending personnel assignments, scheduling space and facilities, and communicating menu information to event staff
- Be the on-site manager for catered events: weddings, events, etc.
- How did we do? Regularly evaluate our service and determine means to improve

#### YOU MUST BE:

Quick to resolve problems

People-oriented with a focus on driving team engagement and meeting organizational objectives

Detailed oriented + organized

Collaborative and willing to jump in and take on any job

Able to stay calm under pressure

#### YOU MUST HAVE:

Catering + retail/sales and/or restaurant experience

Management/Marketing experience

Proficiency with Google Suite (Drive, Sheets/Excel, Word, Hangout, etc.)

Strong time management skills

Strong verbal and written communication skills

A reliable, personal vehicle

Ability to work evenings and weekends

#### WE ARE OFFERING:

Flexible and family-friendly work environment

Partial remote office

A fun and collaborative team

A chance to grow with us

#### COMPENSATION

this position is : hourly, part time-to-full-time: commensurate with experience - great opportunity to advance

**\*\*PLEASE SEND RESUME & COVER LETTER TO  
RACHEL@HAZELBEACATERING.COM\*\***