



## Assistant Event Coordinator

Entry Level or Moderate Experience Desired

Knight's Catering, a family run and operated business located in San Francisco for almost 60 years, is looking to train a new event coordinator. As a member of the Knight's Catering team, you'll get to experience every nook and cranny of the City by the Bay; from historic venues to Silicon Valley's hottest holiday parties to cocktail parties overlooking the Golden Gate, you'll help make it happen. This is a perfect opportunity to learn the trade in a hands-on environment from those that have been doing it their whole lives.

Responsibilities include;

- Shadowing senior event coordinators and assisting with the event planning process
- Answering phones. Recording and distributing event inquiries in a professional manner
- On site event assistance including;
  - Event set up and breakdown and all aspects of producing a successful event
  - Staff coordination and management
  - Working with clients to ensure satisfaction
- Graphic design of menus
- Developing marketing content such as newsletters, social media posts, etc.
- General office tasks, including but not limited to:
  - Tracking & ordering all necessary office supplies (printer paper, pens, printer ink, etc.)
  - Filing various event and employee documents as necessary
  - Ensuring the Executive Chef has menus and other needed documents for events

Desired skills;

- "Get it done" attitude. You never know what will need to be solved in the field, and you'll be the one solving it!
- Highly self-motivated, independent worker
- Experience with Microsoft Suite
- Well organized
- Excellent communication skills
- Leadership experience. Will need to be able to lead variable teams of waiters and staff
- Experience with various social media platforms such as Instagram, TikTok, & Facebook

Requirements:

- Hours/Week = 25 – 48. Hourly pay (overtime eligible)
  - Approximately half of hours will be on-site at events
- In-Person Work. Coordinator will be in a physical office in SF's Dogpatch/Bayview neighborhood when not working on-site events
- Flexibility in hours. Must be available to work morning, days, and evenings on weekend and weekdays. You'll be able to coordinate conflicts, vacations, etc. directly with others in the office. We are flexible and work as a team to cover each other!

- License and car required. Must be able to get yourself to event location (not always accessible by public transportation)
- Prior experience in the event/service industry or hospitality arena
  - Interest in developing your trade in the event planning industry
- Must be able to lift 50lbs. Catering is a physical job. We consistently turn an empty room into an extravagant party for hundreds of people, serve them, then make it look like we were never there, all in the course of a day. No need for a gym membership!

Benefits:

- Opportunity for rapid growth in the event industry
  - In time, you will become one of 4 event planners. You'll get plenty of hands-on experience and opportunities to work directly with Maureen Kelly, long-time owner
  - You'll eventually be trained to plan and execute events yourself
- Health insurance after 3-month trial period.
- 401k matching after 1 year.
- Company meals are often provided on site and at the offices

Please email Hayden (mentioning the position title) at [Hayden@knights catering.com](mailto:Hayden@knights catering.com) with your resume if you are interested in applying.