



JOB DESCRIPTION:	<h1>Event Coordinator</h1>
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REPORTS TO: Owner/General Manager	FLSA CLASSIFICATION: Full-time, Exempt
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DATE REVISED: April 2024	DEPARTMENT: Events
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SUMMARY

Newry General Store & Café wants to see the community of Newry and surrounding areas come together to enjoy and support local and sustainably sourced food. Our mission is to procure and sell the most local and well sourced food and items to the surrounding community while also offering a space for all to come together in our love for food and fellowship.

The Event Coordinator position will oversee coordination of all public and private events as well as be responsible for working all events. The will be responsible for all communication between customers as well as all communication with kitchen for any catering needs.

RESPONSIBILITIES - ESSENTIAL JOB FUNCTIONS

- **Event Work**
 - Respond to all customer inquiries within 24 hours except for weekends and vacations (make arrangements for long absences)
 - Communicate pricing and menu availability. Steer customers towards our existing options but consider all customer requests
 - Be the main point of contact for all group parties and meetings at NGSC
 - Maintain a schedule for “reservations”
 - Accommodate inquires and follow up on leads for all parties interested in using our space or services
 - Communicate with staff about all event needs and scheduling for additional staff with managers
 - Prepare for event: decorations, staffing, smallwares/ disposables, extension cords, clean up etc- pay close attention to details
 - Act as main event coordinator for select NGSC events
- **Publicity**
 - Make sure to publicize all NGSC public & community events to all relevant media outlets and community calendars, event board at Café, posters at café and community when relevant, easel, and provide information for social media *at least 2 weeks* in advance of event, preferably one month.
 - Communicate poster or social media needs to Owner/Manager when needed
 - Draft one Newsletter per month with Owner approval
 - Maintain website events page and events calendar page with all updated info
 - Make sure event board and easels always promoting products or events with Front of House manager
 - Attend and work table at community events as needed
 - Solicit parties, caterings, gift baskets through community contacts

STANDARD JOB FUNCTIONS

- Approaches issues with the goal to propose solutions, rather than highlight problems
- Develops, researches, plans, and facilitates all Newry General Store events and themes, including private and public events
- Communicates clearly and in a timely manner with customers and co-workers about all event details
- Fosters positive relationships with custers, ensuring customer satisfaction and retention
- Coordinates and plans monthly dance parties, choosing a theme and finding a nonprofit beneficiary
- Plans staff parties (minimum of 1 in spring and 1 in winter)
- Plans and facilitates outdoor flea markets (spring and winter holiday, 1 weekend each), coordinating with 20-30 different local vendors
- - Serves as main point of contact for all event inquiries and oversees event operations
- Schedules and delegates staff accordingly for a variety of public events along with other managers/Owner
- Introduces and gives tours to new customers when necessary
- Attends to any issues during the day of event
- Creates catering sheets and handles/delivers/presents catering plates for on-site events along with kitchen staff
- Creates and sends invoices to event customers
- Maintains relations with a growing number of customers
- Schedules and facilitates quarterly meeting with managers to pitch and plan events, discuss logistics, and share ideas



- Sends monthly email to owner/managers with upcoming events so they can plan accordingly
- Communicates regularly and effectively with media team about all event details
- Maintains internal Google Calendar with event information; posts event details on Slack when needed
- Creates and maintains informational events clipboards behind registers for staff to refer to
- Decorates the store seasonally for appropriate occasions (Christmas, Halloween, etc.)
- Is hands-on and not afraid to get sweaty
- Works closely and collaboratively with managers and staff
- Establishes and maintains good business and community relations
- Helps us grow overtime

JOB REQUIREMENTS

- Must be 21 years of age or older
- 2+ years events experience
- Must be available on weekends
- Must agree to background check
- Must have a high school diploma
- Must have a valid driver's license
- Experience managing a budget not required but helpful
- Must have a good working knowledge of Google Suite (Drive, Sheets, Docs) and Microsoft Excel
- Must wear closed-toe and preferably slip resistant shoes
- Must communicate by Email, Slack and Square Teams
- Is an active part of the NGSC Team and adheres to high standards of service, quality, and presentation
- Takes initiative to help in any area of the business if possible and when needed
- Performs other duties as assigned and requested. It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described. Employees may be required to perform duties not within their job description as requested at the discretion of Owner/General Manager.

Newry General Store & Cafe ESSENTIAL SKILLS AND EXPERIENCE

- Must possess a passion for community & local food and an interest in telling the story behind it.
- Must conduct oneself in an honest, professional and respectful manner at all times.
- Must possess a love of people, interact with people well, and possess a desire for excellent customer service.
- Able to take direction, work independently, and as a member of a team, and able to create working relationships.
- Able to interact with employees and customers in stressful situations and/or conflict in a non-threatening and redemptive way.
- Must be highly motivated, hardworking, and possess a positive, enthusiastic attitude.
- Must pay attention to details, be organized, and able to handle multiple priorities simultaneously.
- Must have problem solving skills, be flexible, creative, and able to adapt to change when required.
- Must possess good interpersonal skills and communicate well verbally and in writing.
- Must have reliable transportation and report for work in a timely manner.

ESSENTIAL SAFETY SKILLS - WORK ENVIRONMENT

NGSC requires that PPE (Personal Protective Equipment) such as safety shoes, gloves, etc. be used or worn by employees whenever workplace hazards are discovered that could damage any part of the body to eliminate and/or reduce the hazards employees face in their daily job duties. **PPE will not be used as a substitute for safe work practices, machine guards, or other controls. PPE is to be used in conjunction with these controls to increase employee protection.**

ADA COMPLIANCE

NGSC is an Equal Opportunity Employer. ADA requires the NGSC to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

ADA GUIDELINES- PHYSICAL DEMANDS

Stand:	Frequently	Reach Out/Above Shoulder:	Frequently	Lift 20 pounds or less:	Frequently
Walk:	Frequently	Ascend/Descend Stairs/Ladders:	Frequently	Lift 20-50 pounds:	Occasionally
Sit:	Frequently	Squat or Kneel:	Occasionally	Lift 51-100 pounds:	Occasionally



Handling:	Constantly	Bend:	Frequently	Lift > 100 pounds:	N/A
DEFINITIONS					
N/A- Not Applicable	This activity is not applicable to this position				
Occasionally	Occupation requires this activity 33% of the time (0 - 2.5+ hours a day)				
Frequently	Occupation requires this activity 33% - 66% of the time (2.5 - 5.5+ hours a day)				
Constantly	Occupation requires this activity more than 66% of the time (5.5+ hours a day)				

PAY AND BENEFITS	
<ul style="list-style-type: none"> • Pay is salaried and based on skill and experience. 	
<ul style="list-style-type: none"> • PTO available based on hours worked 	
<ul style="list-style-type: none"> • Wage increase available if exceeding requirements 	
<ul style="list-style-type: none"> • Other benefits include a 20% discount 	

NGSC has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and NGSC reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

The Newry General Store & Cafe is proud to be an equal opportunity employer. This is not a contract. No information in this document will alter the at-will employment relationship. Position is open until filled.

Interested candidates should complete an [APPLICATION HERE](#).