

**Position Title: Events and Catering Manager**

**FLSA Status:** Full-Time/ Non-Exempt

**Starting Salary:** \$22/ hour

**Benefits:** Once eligible, 3% match for Individual Retirement Account

**Supervisor's Title:** West Side Bazaar Director

**Location:** Buffalo, NY

**Organization Mission:** WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

**Website:** [www.wedibuffalo.org](http://www.wedibuffalo.org)

**Programs Overview:**

WEDI's mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers. Founded in 2006 by members of the Westminster Presbyterian Church to improve the quality of life for residents of Buffalo's West Side, WEDI (the Westminster Economic Development Initiative) has two focus areas-Education and Economic Development -and numerous programs including the West Side Bazaar. This dual focus makes WEDI unique among its peers. With a passionate, diverse staff that is representative of the constituents it serves, WEDI is well-poised to realize its vision that all residents of Western NY can succeed and thrive in a culturally inclusive community.

**Position Summary:**

WEDI's Events and Catering Manager is responsible for the selling, planning, organizing, managing of contracts, and coordinating events sponsored and hosted by WEDI, and catering by West Side Bazaar Businesses. WEDI's Events and Catering Manager will manage budgets which vary in size and scope to host events that support WEDI's development and promote information about WEDI's programs and WEDI's clients.

**Duties:**

- Ensure the successful execution of both internal and external events and catering; coordinating with various departments and staff as outlined below.
- Oversee scheduling, coordination, and execution of all events and catering orders, including set-up, break-down, cleaning and delivery if necessary
- Coordinate with Operations Manager on room rentals for events at West Side Bazaar hosted by internal and external parties.
- Consult with customers and determine the best events and catering options based on the customers needs.
- Meet annual revenue goals for facility catering, events, and rentals.

**VISION**

All residents of Western New York can succeed and thrive in a culturally inclusive community.

**MISSION**

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

- Collaborate with the Fundraising Team to ensure that the logistics of fundraisers are clear and achieved.
- Coordinate with WEDI's marketing and design resources to ensure proper branding and messaging occur at all events.
- Collaborate with Finance on Events and Catering financial reporting, payments, and invoices
- Work with Business Owners to maintain and update catering menus with descriptions, pricing, and dietary restrictions
- Collaborate with WEDI Staff to develop event plans, communications, and clear objectives.
- Responsible for working effectively across departments and with key stakeholders to ensure event deliverables are executed.
- Maintain positive relationships with vendors, contractors, business owners, and customers; coordinate closely with them to ensure smooth event and catering executions.
- Attend Planning Committee meetings and be a strong partner in the planning and execution of WEDIfest- WEDI's largest annual fundraiser.
- Work with Operations Manager to maintain/order/store necessary supplies for events and catering
- Schedule and coordinate tours per request; lead tours when staff unavailable
- Demonstrate flexibility as new tasks are added over time or the position evolves

### **Minimum Requirements**

- Bachelor's Degree (or experience equivalent) in public relations, communications, marketing, or related field or Hotel/Hospitality Degree (orequivalent experience)
- At least 1-2 years' experience in a senior role in Event/Catering environment
- 4 years or more of progressive event/catering management experience preferred
- Shows professional, courteous demeanor, positive attitude, strong work ethic, and the ability to collaborate with others constructively.
- Outstanding organizational skills, experience coordinating time-sensitive projects, and proven ability to meet deadlines.
- Ability to quickly understand processes, current trends, and technical vernacular associated with WEDI's programs, products, and services.

### **Physical Demands:** (with or without reasonable accommodations)

- Must be able to sit or stand for long periods of time. Exert up to 50lbs. by pushing, pulling, or lifting.
- Visiting local businesses by car, walking, or public transportation.
- Frequent alpha/numeric keyboarding as well as oral communications.
- Ability to view a computer monitor for extended periods of time.

### **Organizational Policy/Procedure Compliance:**

- Follow all organizational policies and procedures as well as local, state, and federal laws.

- WEDI does not tolerate sexual, violent, or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to personnel action up to and including immediate termination. Such actions must be reported to the supervisor immediately.
- Always maintain confidentiality of organizational records and information.
- Maintain a professional, but friendly and culturally sensitive image.

We are looking for people who share our passion for advancing emerging entrepreneurs from diverse backgrounds. Interested in applying? Please send a resume and cover letter to [jobs@wedibuffalo.org](mailto:jobs@wedibuffalo.org).

The position is full-time. Salary will be commensurate with experience.