



Event Manager

Scope & Purpose

The Event Manager is an integral part of the Hospitality team, assisting in the coordination and execution of events at Community First! Village. The Event Manager will work to steward and strengthen the overall event experience for all guests, donors, and volunteers. This role is essential in promoting the mission and vision of MLF to the public, as we empower communities into a lifestyle of service with the homeless. This position will be working closely with internal teams and external clients such as partners, donors, businesses, faith communities, and individuals who seek to host events at Community First! Village.

This is a full-time, exempt position reporting to the Senior Hospitality Manager. Some nights and weekends will be required. The Event Manager will office at Community First! Village: located at 9301 Hog Eye Road, Austin, TX 78724.

Duties & Responsibilities

- Work to increase the level of hospitality across all events in alignment with the MLF and Hospitality team vision
- Serve as the lead individual responsible for planning, logistics, execution, and follow-up for all internally planned special events at Community First! Village. This includes the annual Village of Lights event each December; a major multi-date event
- Steward and cultivate relationships with guests, vendors, clients, donors, volunteers, etc., and do so with a servant's heart
- Manage a robust directory of vendor relationships and contacts that are utilized for major ongoing MLF events including, but not limited to, AV technicians, event supply rental companies, food trucks, catering vendors, etc.
- Partner with internal teams such as Relationships & Giving Team, Replication Team, Community Empowerment Team, Neighbor Care team, etc., in events focusing on, but not limited to Volunteers, Neighbors, Donors, Guests, Replicators, etc.
- Coordinate with the Communications Team on logistics and publicity, including public relations, advertising, and collateral material design, production, and distribution for events where needed
- Drive events and projects with a nuanced understanding of how to collaborate with, motivate, and delegate to team members at all levels of the organization
- Engage formerly homeless neighbors at the Village, finding opportunities to offer them dignified income (contracts) so they can be a vital part of the hospitality of our events
- Act as the primary point of contact and lead on event software such as Asana, Planning Pod, Eventbrite, Mailchimp, etc.
- Coordinate with all programs and staff, and delegate event roles and responsibilities accordingly
- Serve as the official Space Steward for the Unity Hall Sanctuary, AV room, & supply closet, and all other events/shared spaces. This includes, but is not limited to event space calendar management, coordinating with all teams who share these spaces, etc.
- Develop and work within event budgets
- Ensure that all event program activities operate consistently and ethically within MLF's mission and values and in accordance with MLF policies and procedures
- Act as the primary point of contact for private clients looking to host an event at Community First! Village

- Document your work thoroughly with a mind towards the long-term institutional knowledge of MLF: Keep sharable/accessible records of all contacts, planning templates, organizational spreadsheets, etc.
- Other Duties & Responsibilities as needed

Knowledge, Skills, Abilities & Principles

- MLF is a faith-based organization whose ideals and philosophy come directly from the Gospel of Jesus Christ. As an organization, we strive to reflect this precept in our communications, both internally and externally.
- Commitment to serving those who have experienced homelessness and personal alignment with MLF's vision, mission, core values, and goals.
- 4+ years of experience managing cross-functional teams using project management software; experience with Asana, Salesforce, Planning Pod, Eventbrite, MailChimp, and Form Assembly, a plus
- Must be proficient in the use of technology, including Microsoft Word and Excel, Google Mail and Drive, and Dropbox
- Demonstrates integrity, strives for excellence in their work, and has experience leading others to new levels of effectiveness and programmatic impact
- Excellent organizational/project management skills with a particular focus on managing details and meeting deadlines
- Strong relationship builder with experience in leading diverse work teams and engaging community partners; collaborates well with internal and external stakeholders
- Professional written and verbal communication skills, outstanding customer service skills
- Ability to creatively problem solve and remain poised under pressure
- Ability to strategically prioritize and manage multiple tasks, priorities, and events simultaneously in a fast-paced environment
- Demonstrates initiative and follow through on assignments; self-motivated and goal-oriented
- Ability to work independently on projects with minimal supervision
- Very strong attention to detail
- Ability to maintain the confidentiality of all internal donor and client information
- Must have a valid driver's license

Work Environment & Physical Demands

- Prolonged periods of sitting at a desk and working on a computer
- Ability to stand, walk, and drive extensively while executing events
- Ability to move across all phases of Community First! Village
- Ability to lift up to 30 lbs.

MLF PURPOSE/VISION

We empower communities into a lifestyle of service with the homeless.

MLF MISSION

We provide food and clothing, cultivate community, and promote dignity to our homeless brothers and sisters in need.

CORE VALUES

The vision is supported by core values centered on our belief that homelessness is the result of a profound, catastrophic loss of family:

- God, infinitely perfect and blessed in himself, in a plan of sheer goodness freely created man to make him share in his own blessed life
- By virtue of being created by God in His image, we are all called to live in community and relationship with Him through each other
- The family is the original cell of social life
- You shall love your neighbor as yourself
- All members of the human family are equal in dignity
- The Lord God took the man and settled him in the Garden of Eden to cultivate and care for it. Gen 2:15

GOALS

- Transform the way people view the stereotype of those who find themselves homeless
- Reconnect the homeless to self, family and community
- Help the chronically homeless rediscover and utilize their God-given talents to do purposeful work
- Connect human to human, heart to heart through the fellowship of food and hospitality
- Inspire people into a lifestyle of abundance by giving their best first

GUIDING PRINCIPLES

These Guiding Principles are the basis upon which MLF team members make decisions, plan strategies, and interact with each other and our community. The principles define the kind of leaders we are striving to be.

Yes, and...Positive Attitude	<ul style="list-style-type: none"> ● Looks for the positive in any situation ● Begins with yes, and looks for positive possibilities from a proposed idea ● Has a generally positive attitude
Semper Gumby (flexible/adaptable)	<ul style="list-style-type: none"> ● Adapts to big & small change well ● Can formulate alternative plans when things change ● Is teachable (learns from others) and willing to change
Relational	<ul style="list-style-type: none"> ● Develops numerous strong relationships with staff, neighbors & volunteers ● Shows humility in his/her servant leadership ● Looks for the good in others. Assumes the best in other’s intentions ● Treats others with love & respect, including when talking about them to others ● Works to proactively resolve conflict with others, goes directly to the person
Team Player	<ul style="list-style-type: none"> ● Puts MLF above himself/herself and his or her program ● Depends on others to help with solutions ● Brings strengths of the team together
Communicator	<ul style="list-style-type: none"> ● Keeps others informed of things going on in their program ● Communicates effectively to staff, neighbors & volunteers ● Resolves conflict well & in a timely manner
Multiplier	<ul style="list-style-type: none"> ● Delegates effectively to staff, contractors & volunteers ● Invests in developing staff, contractors & volunteers ● Empowers staff, contractors & volunteers so that their talents & ideas are unleashed
Good Steward	<ul style="list-style-type: none"> ● Stewards MLF physical resources (money, land, equipment, etc.) well

	<ul style="list-style-type: none"> ● Stewards MLF human resources well (staff, volunteers, donors, neighbors, & board) ● Takes care of oneself physically, mentally, emotionally & spiritually
Dependable/Accountable	<ul style="list-style-type: none"> ● Sets reasonable deadlines & meets them consistently ● Keeps others informed if they will not meet a deadline ● Comes on time & prepared for meetings

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

MLF is committed to creating a diverse environment and is proud to be an equal opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, genetics, disability, marital status, or sexual orientation in accordance with federal and state law.

Mobile Loaves & Fishes is an essential business that provides food, shelter, and other necessities of life for our neighbors who have experienced homelessness. We strive to joyfully maintain these essential services to those that are most in need in our community. Cultivating community, which is the essence of our work, is all about human to human, heart to heart connection. Thus, all employees of Mobile Loaves & Fishes are expected to work onsite to maintain the essential functions of the organization and to build relationships with the neighbors who call the Village home. All applicants should be aware of our essential business classification before applying for open positions.