

The Astor House

Events and Catering Coordinator

Location: Upper East Side, New York, NY
Industry: Nonprofit

Full-Time - Exempt
Reports to Events and Catering Business Manager

The Astor House is a landmarked historic five-story neoclassical mansion located on the Upper East Side of Manhattan that dates to 1928. The building was originally designed for the Astor family, and is now owned by the New York Junior League. The venue offers several unique events spaces within the building. See theastorhouse.org.

The New York Junior League (NYJL) is headquartered within the Astor House and hosts volunteer meetings and events for its 2,800 members on premise. Visit www.nyjl.org to learn more.

Position Summary

The Events and Catering Coordinator is responsible for assisting the Events and Catering Business Manager in executing the Astor House food and beverage program, including coordinating events at the Astor House / New York Junior League (both external and internal) as well as administrative functions and elevating the overall food service experience for both guests and NYJL members.

This position will be both external facing with all clientele, as well as internal facing with all staff and management, to produce exceptional events and daily food service in accordance with NYJL standards. In addition, the Coordinator will be responsible to meet goals set forth by the Events and Catering Business Manager.

Responsibilities include but are not limited to the following:

- Assist the Events and Catering Business Manager in managing the food service program for the Astor House
- Interface with clients, external food service companies and outside vendors to ensure efficient execution of catered events
- Assist in the coordination and execution of approximately 175 events per year (both external and internal)
- Manage the administrative processes for the overall food service program
- Coordinate with onsite NYJL food and beverage staff
- Assist with inventory of house supplies, linen, food and bar
- Assist in the communications, marketing and social media on behalf of Astor House; working closely with the internal communications team for optimal and appropriate brand alignment and presence
- Maintain all necessary catering event forms, contracts and event & meeting calendar
- Troubleshoot and resolve issues and / or problems as they arise
- Other ad hoc duties assigned by the Events and Catering Business Manager

Qualifications & Requirements

- Bachelor's degree in Hospitality Management, Business Management or equivalent work experience
- 1-2 years' experience within a Food and Beverage Operation (restaurant, catering, event location, etc.)
- Demonstrated ability to supervise events and provide a high level of hospitality and NYJL standards
- Strong interpersonal, written and verbal communication skills
- Passion for customer service and organizational skills with a focus on attention to details
- Consistently strives for continuous improvement while ensuring a high level of professionalism
- Collaborative skill set and clear teamwork orientation
- Ability to perform recurring assignments independently and to organize and manage multiple projects simultaneously
- Experience with event operations including set-ups, capacities and service
- Demonstrated experience utilizing external social media platforms
- Working knowledge of Microsoft Office Suite including Excel, POS systems, room reservation software, and an ability to learn and use database information
- Ability to work evenings and weekends as the business levels dictate

Application

For more information or to apply for this position, please email your cover letter and resume to khall@nyjl.org.

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