SEEDLING AND SAGE
A LOCALLY GROWN CATERING CO.
WWW.SEEDLINGANDSAGE.COM

Position Title: Event Coordinator

Location: Corporate Office – Flourtown
Reports To: Sr. Sales Manager
Employment Type: Full-Time

Join Our Team

Join our team! Seedling and Sage is a modern farm-to-table catering company seeking an enthusiastic, design-oriented, and talented individual who is eager to grow in the event industry. This position is an excellent opportunity for someone who wants to **learn how to plan and operate events from the ground up.** The Event Coordinator will be trained directly by the **Sr Sales Manager** and will gain hands-on experience in all aspects of event coordination at our off-premise venues specifically West Wynd Gardens in Chester County. Over time, this role will grow into managing and planning events independently.

Position Overview

The **Coordinator** assists with event coordination and day-of-event logistics. This role focuses on learning the planning process while helping ensure events run This is a **hands-on training role** designed for someone who is motivated, dependable, and excited to build a career in weddings and events.

Key Responsibilities

Event Coordination Support

- Assist the planning team with all aspects of event coordination
- Learn how to plan weddings and events from initial planning through execution
- Support Planner with administrative aspects of banquet event orders, timeline development, floor plans, and event logistics
- Assist with rehearsals, walkthroughs, and event preparation
- Help ensure events run smoothly and according to plan

Event Day Operations

- Assist with event setup and breakdown
- Support the planning team during events
- Help coordinate vendors and staff as needed
- Monitor event readiness and assist with problem-solving

Growth Opportunity

This role is designed as a **training and development position.** The Coordinator will learn best practices for planning and operating successful events for Seedling & Sage Catering.

With experience and demonstrated performance, the Coordinator will:

- Take on increasing responsibility in event planning
- Begin managing assigned events independently
- Develop professional planning and coordination skills
- Grow into a lead planning or event management role

Ideal Candidate

We are looking for someone who is:

- Organized and detail-oriented
- Friendly, professional, and reliable
- Comfortable working in a fast-paced environment
- Willing to learn and take direction
- Interested in building a career in events or hospitality
- Able to have flexible work schedule working weekends and event schedules

Seedling and Sage Catering is an equal opportunity employer. We are committed to treating all Applicants and Team Members fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law.

Physical Demands and Work Environment. While performing the duties of this job, the employee is required to walk/stand up to the entire day and occasionally sit in meetings or in front of a computer screen. The employee must occasionally reach, bend, stoop and lift up to 30 lbs., reach overhead and have the stamina to work up to 50 hours a week. Must have drivers license and access to reliable car.