



COME WORK WITH US!

We're seeking an experienced and well-qualified Events Specialist.

Working at Grace Cathedral

Grace Cathedral is San Francisco's Episcopal cathedral for everyone – a place of inclusive community and spiritual practice, social justice work, music, arts, yoga, and more. Our mission is to reimagine church with courage, joy, and wonder.

For most positions, including this one, it is not required to belong to or practice a particular faith in order to work here, although everyone on our team is expected to be aligned with the vision, mission, and values of Grace Cathedral and contribute to achieving its strategic goals.

We actively work to advance racial, gender, and LGBTQIA+ justice, environmental stewardship, citizen awareness, and an end to gun violence. We also strive to ensure that Grace Cathedral is a great place to work. We celebrate diversity and are committed to anti-racism. And we seek job candidates who will bring their unique experience to enrich our culture and organization.

Job Summary

The Events Specialist is a regular, full-time, exempt position supervised by the Director of Events and Cultural Programs. Responsibilities include coordinating and staffing space rental events and collaborating on producing and administering Mind, Body, and Spirit offerings such as Yoga and Sound Baths, as well as cultural events including concerts, recitals, dance, theater and film, and more. Regular duties include securing bookings, serving as the point-of-contact for clients, house management during events, and developing promotional content and collateral.

The work week for this position varies depending on the frequency, scale, and schedule of events at any time. The position regularly requires working evenings and weekend hours as needed and requires working entirely onsite.

Job Requirements

- Bachelor's degree preferred
- A minimum of three years' experience in event planning and management

- Strong relationship and communication skills with proven ability to write effectively and speak persuasively
- Proven marketing skills in developing collateral and digital content, including social media
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, Power Point, etc.; experience with InDesign or other graphic design software a plus
- Professionalism, excellent judgment and discretion, strong work ethic, attention to detail, commitment to excellence, self-starter, team orientation
- Excellent organizational skills and ability to manage multiple tasks in an efficient and timely manner, identify priorities, and adjust to changing priorities
- Reasonable accommodations will be made to enable qualified individuals with disabilities to fulfill essential responsibilities of the position
- Criminal background clearance required post offer

Salary Range

\$67-\$72,000/year DOE

Benefits

Our benefits package includes 100% premiums for medical, dental and vision coverage for employees and dependents. Our retirement plan comes with a 5% employer contribution and up to 4% employer match. Along with generous paid vacation and sick time, we also get 14 paid holidays a year, including your birthday.

How to apply

- Email your cover letter and résumé to jobs@gracecathedral.org
- Include position title in the email subject header.
- No phone calls please.