



Events Logistics Manager | Catholic Charities Fort Worth

Are you proactive, fast-paced, and precise? Do you enjoy taking the lead on a project and seeing it through to the end? Do you have an impeccable attention to detail in everything you do? Are you passionate about ending poverty?

If this sounds like you, keep reading.

Catholic Charities Fort Worth is looking for an outgoing, collaborative and detail oriented **Events Logistics Manager** for our **Fort Worth, TX office**.

What will you be doing?

Execute Seamless Events

You will channel the vision for an event and translate it into a comprehensive project plan. You will successfully execute micro and macro events from start to finish. You make checklists for your checklists and make sure every detail is implemented to perfection.

Develop a Project Plan

You will develop the event project plan and translate it into a direct reflection of our mission. You will personally oversee staffing, delegate responsibilities, premeditate potential issues and not relax until the last guest goes home.

Create the Atmosphere

You will influence and create a prosperous atmosphere for our donors and event guests leading to an impact in our bottom line.

QUALIFICATIONS

- Bachelor's degree in events, hospitality, project management, communications, or a related field.
- Must have at least one year of experience in event or project management, or a combination of education and experience.
- Must have excellent written and oral communication skills in English.
- Must have reliable transportation, a current Texas driver's license, and proof of liability insurance.

WORK HOURS AND LOCATION

Regular office hours are 8:00 am to 5:00 pm, Monday through Friday. This position may require flexibility to work various hours and possibly weekends, depending on current program needs.

Location: 249 West Thornhill Drive; Fort Worth, TX 76115

COMPENSATION AND BENEFITS

Catholic Charities Fort Worth offers a variety of benefits to our staff including medical, dental, vision, and life insurance. Our employees can participate in a retirement plan with a generous match. A progressive paid leave plan allows you to earn more time off the longer you are employed and we provide paid time off for designated holidays. We also offer flexible work schedules and a friendly, supportive environment. This is an exempt position with a salary range of **\$42,000 - \$46,000** based on skills and experience.

TO APPLY

For consideration, all applicants must apply and submit their resume and cover letter through the employment

page on our website: www.catholiccharitiesfortworth.org. Click on "Employment" to visit our career page. Select the job posting and click the "Apply" button at the top right of the posting. Please complete all fields with relevant information requested. *****Internet Explorer versions 9 & 10 are not compatible with our system.**
In order to apply, please use Internet Explorer 11, Microsoft Edge 10, Firefox 52 and higher, Chrome 60.0 and higher, Safari 9.x, or Safari 10.0.

Applicants must also complete a work traits survey via [this link](#). **Resumes received without being accompanied by a completed survey will not be considered.** Due to the volume of responses, only qualified parties will be contacted. **No phone calls, please.** *Catholic Charities Fort Worth is an equal opportunity employer.*

Please note: Both the application site and work traits survey site require the creation of a user name and password. These are separate sites.

ABOUT US

At Catholic Charities Fort Worth, it is our mission to provide service to those in need, to advocate compassion and justice in the structures of society, and to call all people of good will to do the same. We have been entrusted with a 106-year legacy of doing good and we have set forth a bold goal of ending poverty in our community. Become part of this amazing history and mission by joining an innovative group of dedicated professionals who are helping those in need in our community find new hope.

For more information on Catholic Charities Fort Worth, you can visit our website at: www.catholiccharitiesfortworth.org.