



Events & Catering Associate

Location: Washington, DC (in-person, with flexibility to be hybrid)

Hours: Full time, including occasional evenings and weekends

Compensation: \$50K/base salary + commission, benefits

About Immigrant Food

Immigrant Food is more than a restaurant; it's at the intersection of global cuisine and immigrant advocacy. With three restaurant locations in the DC area, we celebrate immigrant heritage through bold, diverse flavors, while partnering with nonprofits to educate and engage the community. Our mission is to bring people to the table through food, storytelling, and community.

The Role

We're looking for a passionate and organized **Events & Catering Associate** to support our growing events and catering program. This role is ideal for someone who's eager to learn the ins and outs of event planning within a small, mission-driven team. You'll work closely with our Events and Catering Director and restaurant teams to coordinate private events and caterings.

Responsibilities

- The position will provide support to the Immigrant Food team in the successful completion of all events
- Provide administrative support for the Events Team team, including: revenue tracking, invoicing, and data entry
- Review, process and respond to incoming inquiries
- Provide excellent organization, interpersonal and administrative skills
- Assist with day-to-day coordination of private events and catering inquiries
- Support onsite events with setup, guest check-in, and breakdown
- Help design and print materials such as event menus, labels, and table tents
- Communicate event details with restaurant kitchen and front-of-house teams
- Maintain event tracking tools (calendars, contact lists, spreadsheets)
- Collect and organize post-event feedback, photos, and content

- Assist in business development, including researching and conducting outreach with new venue partners, concierge programs, and companies/organizations
 - Support mission-focused programming (e.g. advocacy events, cultural dinners)
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Qualifications

- Friendly, proactive, and detail-oriented with strong communication skills
 - Passionate about food, culture, and community-driven work
 - Comfortable in fast-paced, customer-facing environments
 - Able to work occasional evenings/weekends as needed
 - Familiarity with Google Workspace (Docs, Sheets, Calendar)
 - Previous hospitality or event experience is a plus, but not required
 - Canva or graphic design experience a plus, but not required
 - Bachelors degree or equivalent experience is a plus, but not required
 - Social media management experience is a plus, but not required
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To Apply

- Send a brief note of interest and your resume to events@immigrantfood.com with the subject line “Events Associate Application – [Your Name]”. Please include your available start date. Applications accepted on a rolling basis.